

NH FIRST Phase 2

Black Diamond Guide



A Guide to Expediting Agency Readiness
and Business Process Understanding

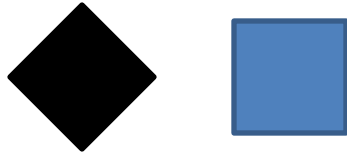
Human Resources & Payroll Processes

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Human Resource Functions

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Introduction



Black Diamond Guide

As a nod to New Hampshire's rich alpine ski history, we have used the Black Diamond and Blue Square to highlight where administrators, managers and employees need to take action.

What is it?

The NH FIRST Black Diamond Guide is designed to provide administrators at state agencies with information on the business processes to be implemented via the NH FIRST project.

How do we use it?

The Black Diamond Guide uses simplified process maps to illustrate the step by step sequence of actions need to accomplish each business process.



- The Black Diamond symbol is used to highlight where a manager or administrator needs to Approve or Reject items in process.



- The Blue Square is used to highlight where an employee, manager, or administrator needs to Input data to initiate or complete items in process.

Who should use it?

This guide is written specifically to highlight where agency employees, managers, HR administrators, and payroll administrators will need to use NH FIRST directly to execute certain business processes. The worksheets contained in this guide are designed to help agency implementation leaders consider any changes presented by the NH FIRST process and plan for internal adoption of the new process. The worksheets also include a list of all the Black Diamonds and Blue Squares in a given process to help agency implementation leaders identify who from their respective agency will need to be prepared to use NH FIRST.

System Glossary



- **NH FIRST Phase 2**
 - The State of new Hampshire's name for the implementation project and the Lawson ERP system including Personnel, Human Resources, Recruiting, Benefits, Time & Leave Administration, and Payroll to replace New Hampshire's Government Human Resources System (GHRIS) which has been in service for over twenty years.
- **Employee Space, Manager Space, Recruiter Space, Generalist Space, Administrator Space**
 - Space refers to places in the NH FIRST system personnel and payroll actions and look ups can be done by individual users based on access granted by defined security roles.
- **Employee Self Service**
 - Inquire on pay, change W-4 elections, view current benefits enrollment, open enrollment.
- **Candidate Space**
 - Online recruitment tool used by agency managers, HR administrators, and the Division of Personnel to post position opportunities and used by internal and external candidates to submit applications for employment.
- **Disposition**
 - Action taken to end the application process when a candidate is deemed not to meet qualification or is otherwise not selected for the job posting
- **In Basket**
 - The screen in NH FIRST where item requiring attention are displayed in a queue from which an authorized user can open individual transactions. The In Basket is located on the home screen of NH FIRST.
- **Forms**
 - NH FIRST screens used to input certain HR and payroll transactions are keyed in. Ex: HR11, PR14.
- **Email Alert**
 - NH FIRST generated emails to individual or group email boxes based on specific conditions such as a new transaction submitted for approval, a rejected transaction or a change in status.

GHR to Lawson Terminology

GHR	NH FIRST (LTM) Data Element	NH FIRST (S3) Data Element	DESCRIPTION
State	Organization	Company	The highest organizational level in Lawson S3 and GHR
Division	Organization Unit	Department	An organizational sub-unit associated with a Process Level in S3.
Class Code	Job/Short Description	Job Code	Example: 5029-31 (GHR) 502931 (NHFirst)
Supplemental Job Description	Position Short Description	Position Code	(Position #) Example: 40200
Pay Period	Payment Schedule	Payment Plan	Sets up the payroll begin/end dates, non exempt rules
Labor Grade	Grade	Grade	
Wage Schedule/Pay Policy	Schedule	Schedule	Example: A000 (37.5 Hour) A130 (40 Hour)
Agency	Organization Unit	Process Level	State Agency/Branch 4-Digit Numeric 1400(DAS)
Occupational Code	Occupational Grouping		
Pay Event	n/a	Pay Code	Code used to input payroll items. NH FIRST Time management represents most. Example 100 = Regular Pay
Employee	Resource	Employee	
Leave Event CLEV/PLEV	n/a	Pay Code	Code used in payroll processing to decrement/use leave plan balances. Time Management represents most. Lawson does not use pay codes to award accruals. The balances are update by leave plan settings.

Final Position Number Design

POSITION Type	CURRENT GHRIS Position Number	NH FIRST Position Number
Classified – Permanent – Full Time	10192 – 5 digit numeric	10192 – 5 digit numeric (no change)
Unclassified – Full Time	9U002 – 5 digit “9U” prefix, 3 numbers	9U002 – 5 digit “9U” prefix, 3 numbers (no change)
Classified – Class 59 – Temporary – Full Time	9T123 – 5 digit “9T” prefix, 3 numbers <i>**GHRIS Number will be stored in the NH FIRST user Field PA02 with the Agency Prefix</i>	9T123 ... up to 12 digits “9T” prefix
Classified – Class 50 – Temporary – Partial FY/(Part-Time)	8T123 – 5 digit “8T” prefix, 3 numbers <i>**GHRIS Number will be stored in the NH FIRST user Field PA02 with the Agency Prefix</i>	8T123 ... up to 12 digits “8T” prefix
Part-Time (Temporary & Classified) Class 50	9TEMP (presently “shared” position number)	TMPPT1000 ... up to 12 digits “TMPPT” prefix <i>All PT positions will have a unique Position Number</i>
Full-Time (Temporary & Classified)		TMPFT1000 ... up to 12 digits “TMPFT” prefix Full Time Less Than 6 Months – Not Benefits Eligible <i>All FT positions will have a unique Position Number</i>
Seasonal – Full Time	9SEAS (presently “shared” position number)	SNL1000 ... up to 12 digits “SNL” prefix
Judicial Branch – Non-Classified	9CORT (presently “shared” position number)	NONCCT1000 ... up to 12 digits “NONCCT” prefix <i>(potentially a shared single number)</i>
Executive Branch – Non-Classified	9NONC (presently “shared” position number)	NONCEX1000 ... up to 12 digits “NONCEX” prefix
Legislative Branch Staff – Non-Classified		NONCLG1000 ... up to 12 digits “NONCLG” prefix
Legislative Branch House Members – Non-Classified		NONCLGH100 ... up to 12 digits “NONCLGH” prefix
Legislative Branch Senate Members – Non-Classified		NONCLGS100 ... up to 12 digits “NONCLGS” prefix
SAGs (Statutory Authorized Group)	9NONC or no positions	NONC9999

Example Diagram



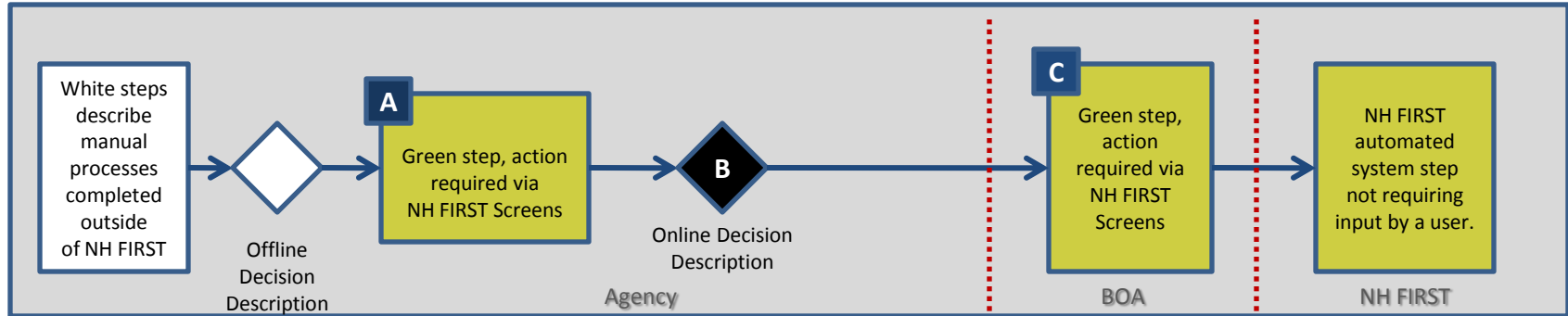
Blue Squares highlight steps requiring data input in NH FIRST

Black Diamonds represent steps that require approval in NH FIRST

Email Alert



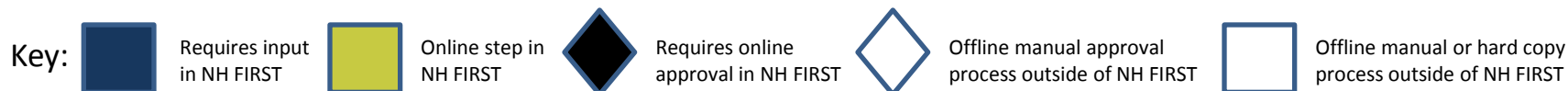
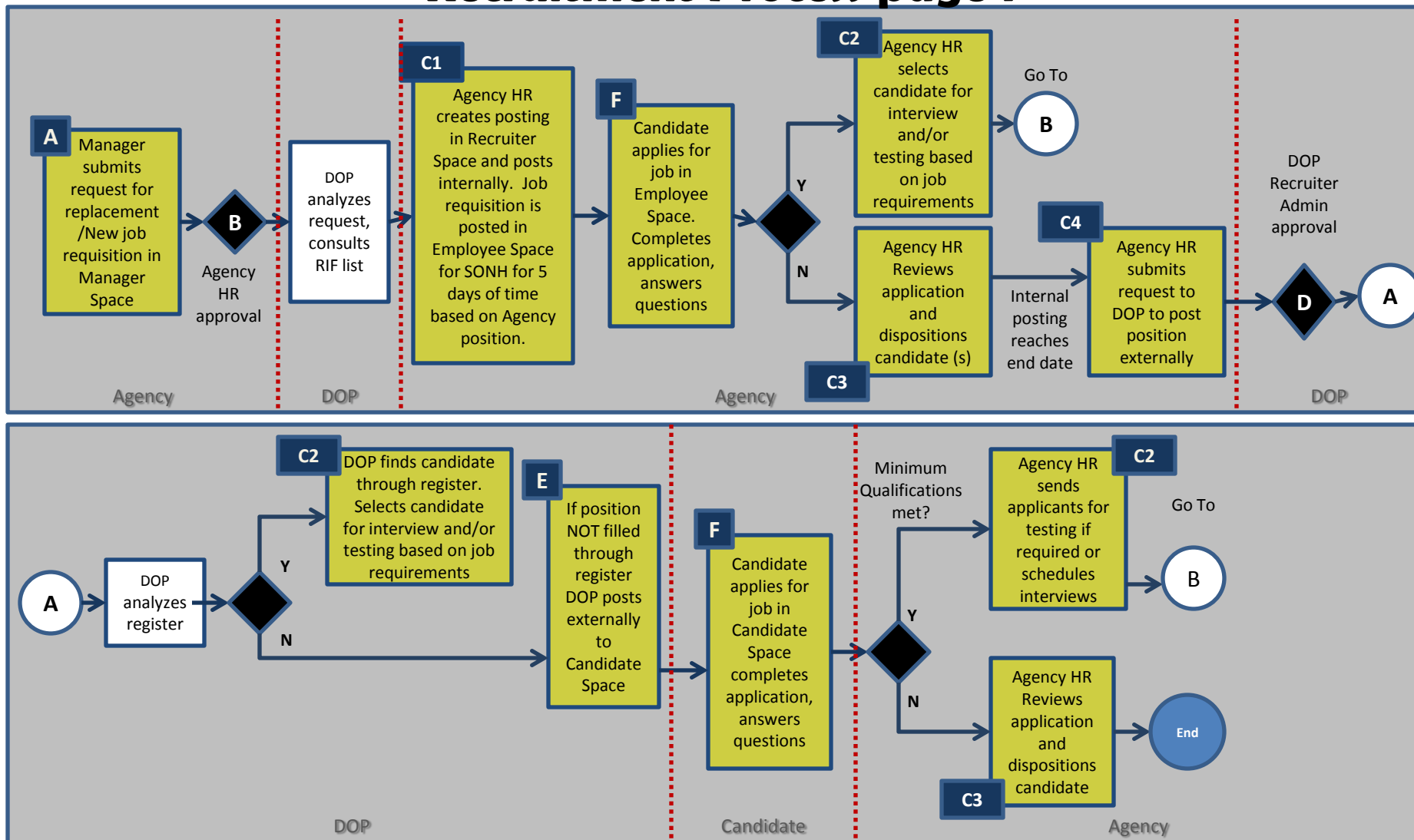
The vertical red dotted lines represent transition between the functional areas of responsibility.



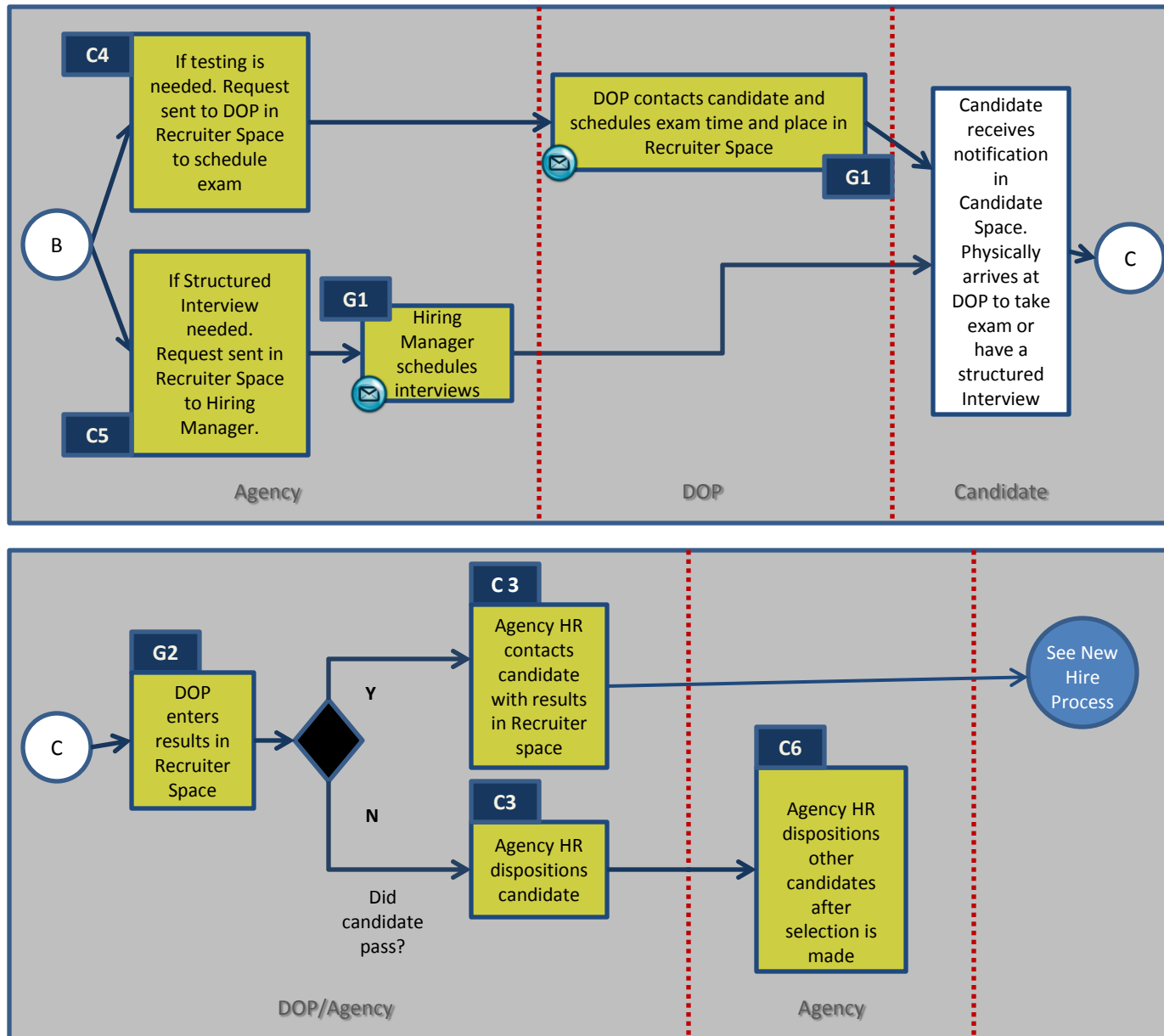
Labels in the gray areas above or below the process map indicate the functional area where the process steps occur.

NH FIRST Business Process Worksheet		
Some questions pertaining to the specific function and/or specific business process will appear at the top of each worksheet. The worksheets are design for agencies to generate your own questions in preparing for the changes.		
NH FIRST Role Call	Who performs this step today?	Who will need to prepare to perform this step in NH FIRST?
A In this example A represents the person at the agency who initiates the business process in NH FIRST		
B In this example B represents the person at the agency who approves or rejects the transaction in NH FIRST		
C In this example C represents a user at DAS bureau of Accounts who receives the approved transaction from the agency and must take action		

Recruitment Process page 1



Recruitment Process page 2



Request for replacement /New job requisition in Manager Space



Job Requisition

Actions Options Related

Status - Date Needed Open Date - Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

Requisition

Position Information

*Position Code

Organization Unit

Cost Center

Project

Location Category

Relationship To Organization Sub Category

Work Type

Work Schedule Shift

Standard Hours

Union

Exempt From Overtime

Compensation

Pay Rate

Step And Grade Schedule Grade

Job Requisition #37 - Manager Employee Relations

Actions Options Related

Save Request Approval Delete Select Define Previous Record Next Record

led 04/23/2012 Open Date - Total Days Open -

☐ Confidential Requisition ☐ Priority Requisition

Details | Notes: 0 | Attachments: 0 | Expenses: 0.00

Position Information

*Position Code

Manager Employee Relations

Organization Unit 1410-01400-Executive-10

Cost Center

Project

Location Category

Relationship To Organization Sub Category

Work Type

Work Schedule Shift

Standard Hours

Union

Exempt From Overtime

Requisition Dashboard



Requisition Dashboard

Actions Options Related

Keyword

Job ID

Status

Recruiter

Hiring ...

Search

Clear

#38 - Manager Employee Relations

Location: 1412

Hiring Manager: Direct Supervisor Role

Status: Draft

#37 - Manager Employee Relations

Location: 1412

Hiring Manager: Direct Supervisor Role

Status: Draft

#35 - Director-Div of Personnel

Location:

Hiring Manager: Direct Supervisor Role

Status: Draft

#34 - BPH Test

Location: 1412

Hiring Manager: John Lyr

Status: Draft

Hiring Manager Review: 0

Qualify: 0

Disposition: 0

Candidates For Manager Employee Relations

Name		Ra...	A...	Select...	Type	Source	Education
No Data Available							

Detailed Job

C1

Job Requisition #41 - Business Systems Analyst I

Actions ▾ Options ▾ Related ▾

Save
Request Update To Job Requisition
Post All
Hold
Cancel
Close
Select
Define
Previous Record
Next Record
View Audit Log
View Full Audit Log

Open Date 04/23/2012 Total Days Open -
Priority Requisition
Requests: 0 | Attachments: 0 | Expenses: 0.00

Options ▾ Related ▾ Job Board Posting

	Job Board	Posting Begin D...	Posting End Date	Posting Status
Systems Analyst I	External	04/23/2...		Not pos...
Systems Analyst I	Internal	04/23/2...		Not pos...

Open Completed

Post Internal

DOP Approve/Reject/Return



Options ▾ Related ▾

Requested By

Requester Work Phone

Requester Email

Effective Date

Reason

Employment ID

Name

Title (Mr Mrs Ms, etc)

First Name

Middle Name

Last Name

Suffix

Professional Designation

Job Opportunities

E

Job Opportunities

Options ▾ ↻

Search My Job Cart My Applications

Actions ▾ Options ▾ Available Jobs

Keyword Job ID
Location Category
Work Type

Pos...	Title	Location	...
04/22...	Business Systems Analy...	US:NH:Concord	
04/23...	Manager Employee Rel...		Fisc...
04/23...	Registered Nurse II	US:NH:Concord	
04/26...	Registered Nurse II	US:NH:Concord	

Actions ▾ Options ▾ Recent Jobs

Date	Title	Loca...
04/22/2...	Business Systems Analyst I	US:NH:C...
04/23/2...	Manager Employee Relations	
04/23/2...	Registered Nurse II	US:NH:C...

Actions ▾ Options ▾ Related ▾ Hot Jobs

Date	Title	Loca...
No Data Available		

Actions ▾ Options ▾ Related ▾

Registered Nurse II(Job Id 43)

Location US:NH:Concord Employment Type Classified FT w_BN
Category - Close Date -
Post Date 04/23/2012

Description

Application For Registered Nurse II

Preview

Review And Submit

To review and/or print your completed application, click here: [Review Application](#)

Click Submit Application to submit this application:

Candidate Search & Registration

F

LAWSON Career Space Welcome [Login] [Register]

Home Search For Jobs Help

Openings Search

Available Jobs

Search

Keyword Job ID

Location Category

Work Type

Search Options...

Recent Jobs

Date	Title	Location	Category
04/22/2012	Business Systems Analyst I	US:NH:Concord	
04/17/2012	INFORMATION TECHNOLOGY MGR III	US:NH:Concord	

Hot Jobs

Date	Title	Location
04/22/2012	Business Systems Analyst I	US:NH:Concord
04/17/2012	INFORMATION TECHNOLOGY MGR III	US:NH:Concord

Page size: 10

LAWSON Career Space

Registration - Registration Process

Registration Process Summary

Registration

Welcome to the Candidate Registration section. This text is configurable.

* Email Address(User Name) Don't have an email address? [Create one here.](#)

* Password

* Confirm Password

Contact Information

Welcome to the Candidate Contact Information section. This text is configurable.

* First Name

* Last Name

Preferred Contact Method Preferred Contact Time

Country

Address Line 1

Address Line 2

LAWSON Career Space

Home Search For Jobs My Profile My Job Cart My Applications Change My Password Help

Openings Search

Available Jobs

Search

Keyword Job ID

Location Category

Work Type

Search Options...

Post Date	Title	Location	Category
04/22/2012	Business Systems Analyst I	US:NH:Concord	
04/17/2012	INFORMATION TECHNOLOGY MGR III	US:NH:Concord	

LAWSON Career Space

Back

Apply Now Send To A Friend Send To Job Cart

Electrician Supervisor II(Job Id 11)

Location: US:NH:Concord

Category: Professional and Managerial - General Administration

Post Date: 12/12/2011

Description

Thank you for applying at the State Of New Hampshire

Job description:

To supervise and perform skilled electrician work involving the installation, construction, maintenance and repair of the Department of Transportation's Mechanical Services facilities plus statewide District facilities.

Responsibilities:

- Responsible for the design, installation, upgrades, troubleshooting and repair of electrical equipment and systems to meet national electrical code standards. Assists the Department of Transportation Bureau with electrical installation and repair.
- Assumes supervisory functions of Carpenter Foreman when required.
- Maintains records on electrical equipment and its maintenance and repair.
- Advises and coordinates with administrators and supervisors to establish electrical requirements for lighting, machinery and power distribution.
- Selects and purchases electrical components for building and machinery wiring.
- Communicates with manufacturers' technical and sales representatives regarding upgrades and troubleshooting electrical equipment.

Job Application For Electrician Supervisor II - Summary

Summary

Preview

Welcome to the Job Application Preview section. This text is configurable.

Please review your application and when ready click the "Submit" Button to submit your application. For assistance, please call 603-271-3262.

Note: Special testing arrangements for person with disabilities will be made upon request by contacting the Division of Personnel's Examinations Section.

Process Application

To complete the application process you must click the **Submit Application** button.

Note: Clicking **Done** button below will not submit your application.

[Submit Application](#)

Contact Info

[Update Contact Info.](#)

Primary Email: new@gmail.com

Preferences

[Update Preferences.](#)

Reviewing Candidates

C2

Stephanie Colcord(1) Registered Nurse II

Actions Options Related

Alex Stone
(external)
bethany.holland@nh.gov

Source Job Fair

Resume | Correspondence: 1 | Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3

At A Glance
Talent Profile
Preferences
Question Results
Correspondence
Interviews
Screenings
Offer

Package	Screening Type	Open	Result	Status
Accountant III	Assessment	Open		
Accountant III	Assessment	Save		
Consultant I	Assessment	Update		
		Send Screening Package		
		Delete		
		View Audit Log		
		View Full Audit Log		
		Options		
		Related		



Stephanie Colcord(1) Registered Nurse II

Actions Options Related

Stone
id@nh.gov

Source Job Fair

Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3

Job Fair Rank Job ID 43

Status

Date Entered Date Left Days

Screen 04/23/2012

Save

- Create Hire Paperwork
- Attach Candidate To Another Requisition
- Send Online Interview To Candidate
- Send To Hiring Manager
- Send Request For References To Candidate
- Move To Qualifying
- Assign Screening Packages
- Disposition Candidate
- On Board
- Move To Offer
- Move To Hire
- Delete Record
- Select
- Define
- Previous Record
- Next Record
- View Audit Log



Stephanie Colcord(1) Registered Nurse II

Actions Options Related

Stephanie Colcord
(External)

Alex Stone

Source Job Fair

Correspondence: 2 | Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3

At A Glance
Talent Profile
Preferences
Question Results
Correspondence

Create Email Track Correspondence Send

Type	Subject	Email Template	Email Status	Date
Email	Here is a job you might be interested in.		Sent	04/23/2...
Email	Candidate for your review	HIRING MANAGER	Sent	04/24/2...

Disposition Candidate

C3

Requisition Dashboard

Options ▾ ↻

Requisitions ▾

Keyword Search
Job ID Clear
Status
Recruiter
Hiring ...

#43 - Registered Nurse II
Location: 1412
Hiring Manager: Hiring Manager Role
Status: Open

#42 - Business Systems Analyst I
Location: 1412
Hiring Manager: Hiring Manager Role
Status: Draft

#41 - Business Systems Analyst I
Location: 1412
Hiring Manager: Hiring Manager Role
Status: Open

Qualify: 0 Offer: 1 On Board: 0 Hire: 0 Disposition: 0

Candidates For Registered Nurse II

pe	Source	Salary	Offer	Offer	Offer
		Expe...	Date	Status	
Internal	Job Fair	26.30	04/2...	Rescinded	

Open
Save
Update
Create Hire Paperwork
Attach Candidate To Another Requisition
Move To Screening
Send Online Interview To Candidate
Send To Hiring Manager
Send Request For References To Candidate
Move To Qualifying
Assign Screening Packages
Disposition Candidate
On Board
Define Offer
Move To Hire



Disposition Candidate

Options ▾ Related ▾ ?

*Candidate Disposition Reason

☒ Send Automated Email

OK Cancel

Qualifying Candidate

C4

Stephanie Colcord(1) Registered Nurse II

Actions Options Related

Save

Move To Qualifying Disposition Candidate

Select

Define

Previous Record

Next Record

Alex Stone
(External)
bethany.holland@nh.gov

Source Job Fair

Correspondence: 2 | Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3

At A Glance

Talent Profile

Preferences

Question Results

Correspondence

Interviews

Screenings

Offer

Details

Source Job Fair Rank Job ID 43

Specific Source

Referring Source

Application Status

	Date Entered	Date Left	Days
Screen	04/24/2012	04/24/2012	
Hiring Manager Review	04/24/2012		

Schedule Interview

C5

Stephanie Colcord(1) Registered Nurse II

Actions Options Related

Save

Send To Hiring Manager

Schedule Interview

Disposition Candidate

Select

Define

Previous Record

Next Record

Talent Profile

Preferences

Question Results

Correspondence

Interviews

Screenings

Offer

Alex Stone
(External)
bethany.holland@nh.gov
Source Job Fair

Correspondence: 3 | Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3

Details

Source Job Fair Rank Job ID 43

Specific Source

Referring Source

Application Status

	Date Entered	Date Left	Days
Screen	04/24/2012	04/24/2012	
Hiring Manager Review	04/24/2012	04/24/2012	
Qualify	04/24/2012		

Move To Qualifying Completed

Send to Hiring Manager

C5

The screenshot shows a web application window titled "Stephanie Colcord(1) Registered Nurse II". The interface includes a top navigation bar with "Actions", "Options", and "Related" menus. A dropdown menu is open under the "Actions" menu, listing various actions. An arrow points to the "Send To Hiring Manager" option. The main content area displays the candidate's name "Colcord", email "d@nh.gov", and source "Job Fair". Below this, there are statistics: "Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3". There are also input fields for "Job Fair", "Rank", and "Job ID 43". A "Status" section shows "Date Entered" as "04/23/2012".

Stephanie Colcord(1) Registered Nurse II

Actions Options Related

Save

Create Hire Paperwork

Attach Candidate To Another Requisition

Send Online Interview To Candidate

Send To Hiring Manager

Send Request For References To Candidate

Move To Qualifying

Assign Screening Packages

Disposition Candidate

On Board

Move To Offer

Move To Hire

Delete Record

Select

Define

Previous Record

Next Record

View Audit Log

Colcord

d@nh.gov

Source Job Fair

Interviews: 0 | Screenings: 3 | Notes: 0 | Attachments: 0 | Positions Applied To: 3

Job Fair Rank Job ID 43

Status

Date Entered Date Left Days

Screen 04/23/2012

Email Candidate

G1

Send Email

Choose Email Template

Choose An Email Template

*Email Template

Previous Next Cancel

Send Email

Edit Email Text

*Email Template

To

From

CC

BCC

Subject

Body

Stephanie Colcord, please come in to our office on: April 23, 2012 for an interview.

Alex Stone
Recruiter Role

Attachment Browse...

Candidate Correspondence Created

Previous Next Finish

Send Email

To send the email now click Send and then click Exit.
To send the email later from Candidate Correspondence click Exit.

Email Template INTERVIEW

To bethany.holland@nh.gov
From tania.lacroix@nh.gov
CC catherine.milarion@nh.gov
BCC -

Subject Please come in for a structured interview

Body Stephanie Colcord, please come in to our office on: April 23, 2012 for an interview.

Thank you
Alex Stone

Attachment -

Previous Next Exit

Update Interview Results

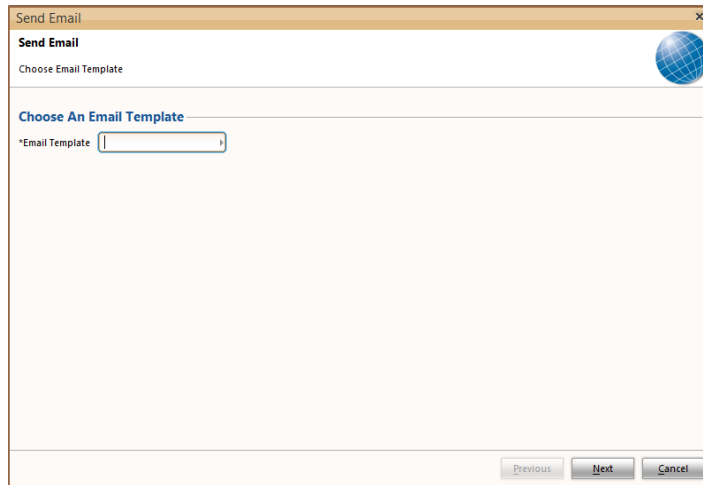
G2

The screenshot shows a web application window titled "Update Interview". The window has a menu bar with "Actions", "Options", and "Related" dropdowns, followed by several icons for file operations. The form contains the following fields:

- Type: Structured Interview
- Interview Date:
- Interview Time:
- Interviewer: Hiring Manager Role
- Location: AS-Business Office
- Address:
-
-
-
-
- Status:
- Result: (An arrow points to this field from the left)
- Comments:

Email Candidate

C7



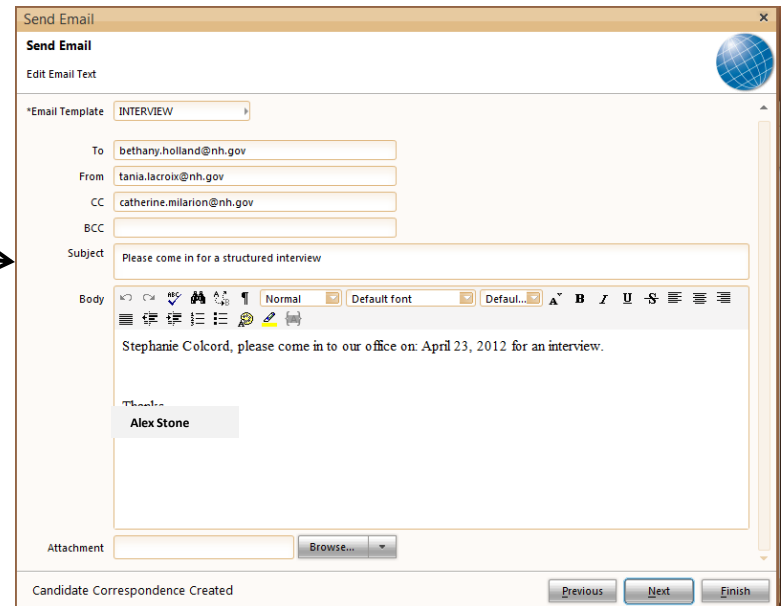
Send Email

Choose Email Template

Choose An Email Template

*Email Template

Previous Next Cancel



Send Email

Edit Email Text

*Email Template

To

From

CC

BCC

Subject

Body

Stephanie Colcord, please come in to our office on: April 23, 2012 for an interview.

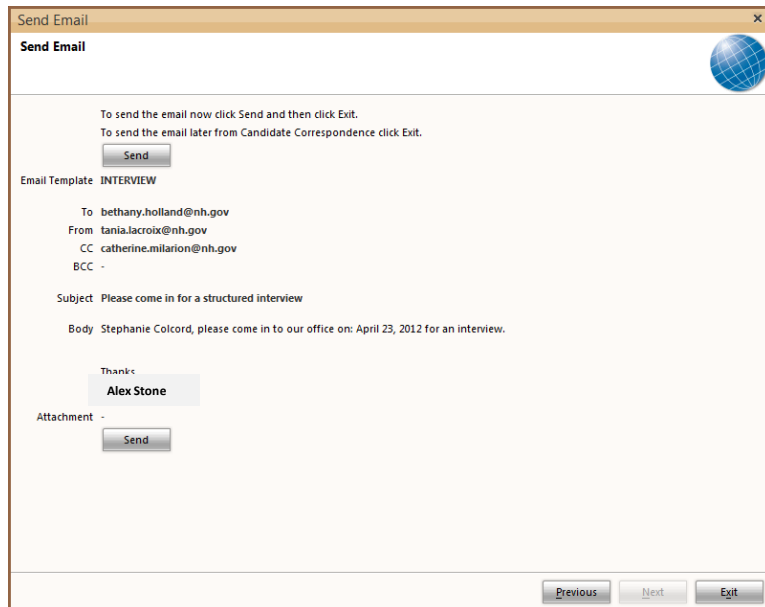
Thank you

Alex Stone

Attachment Browse...

Candidate Correspondence Created

Previous Next Finish



Send Email

To send the email now click Send and then click Exit.
To send the email later from Candidate Correspondence click Exit.

Email Template INTERVIEW

To

From

CC

BCC

Subject

Body

Thank you

Alex Stone

Attachment

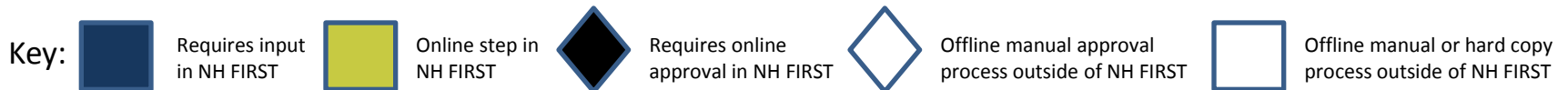
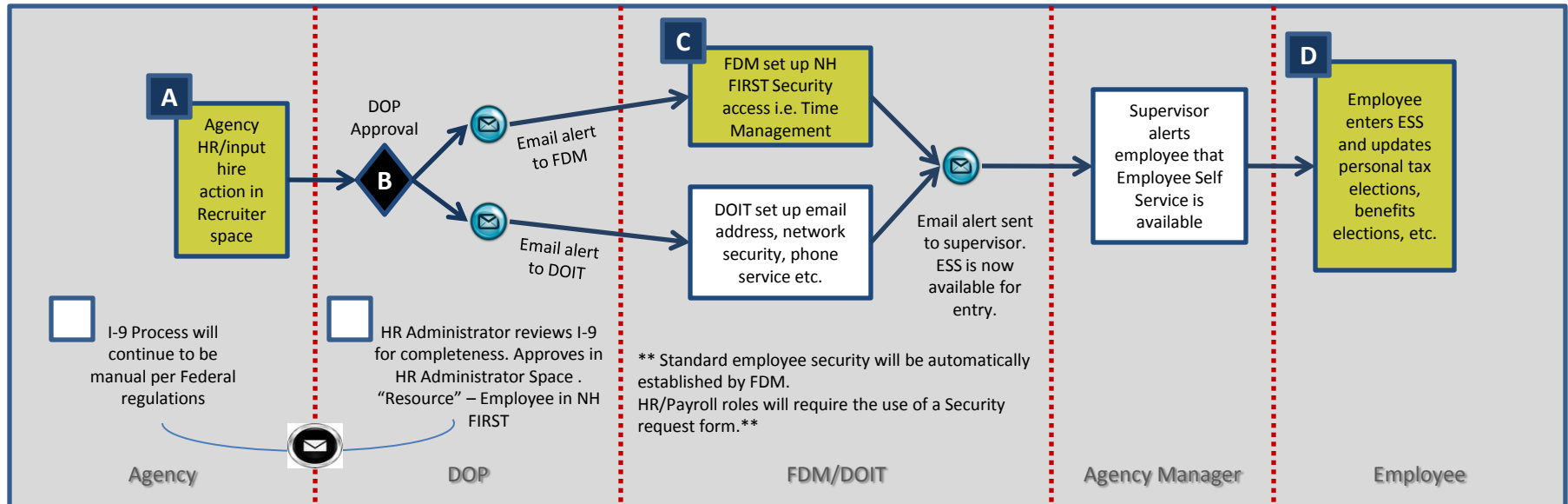
Previous Next Exit

Worksheet: Recruitment Process

NH FIRST Business Process Worksheet		
How do managers initiate a request for recruitment today? How long does the process take?	How are rejections handled today? What is the process and how is it recorded?	
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and Reclassification input?	How will your program managers need to adjust their processes to use online forms?	
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?		
NH FIRST Role Call	Who performs this step today?	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency Manager	
◆ (B) 1 st Level Approval	Agency HR	
■ (C) Create Requisition	Agency HR	
■ (C1) Post Requisition	Agency HR	
◆ (D) 2 nd Level Approval	DOP HR Administrator	
■ (E) Post Requisition	DOP	
■ (F) Application for Position	Candidate	
■ (G) Examination Process	DOP	

New Hire Process

Candidate accepts offer and becomes a New Hire. New Hire arrives on first day.



Agency HR/input hire action in Recruiter Space

A

Requisition Dashboard

Options ▾ ↻ ⓘ

Requisitions ▾

Keyword

Job ID

Status

Recruiter

Hiring

#47 - Manager Employee Relations-change desc
Location: 1
Hiring Manager:
Status: Filled

#46 - Manager Employee Relations-change desc
Location: 1
Hiring Manager:
Status: Applied

#45 - Manager Employee Relations-change desc
Location: 1
Hiring Manager:
Status: Applied

#44 - Manager Employee Relations-change desc
Location: 1
Hiring Manager:
Status: Applied

Qualify: 0 Offer: 0 On Board: 0 Hire: 1 Disposition: 0

Candidates For Manager Employee Relations-change desc

Job ID	Status	Recruiter	Qualify	Offer	On Board	Hire	Disposition	Date Of Hire	Offer Acceptance
04/2...	Hire	External	Job Fair	04/2...					

All Actions Menu

- Attach Candidate To Another Requisition
- Move To Screening
- Send Online Interview To Candidate
- Send To Hiring Manager
- Send Request For References To Candidate
- Move To Qualifying
- Assign Screening Packages
- Disposition Candidate
- On Board
- Move To Offer
- Decline Offer
- Rescind Offer

*Request To Hire test1 candidate For #47 - Manager Employee Relations-change desc

Options ▾ Related ▾ ⓘ

5 Currency

Address

Country

Street Address

City

State / Province

Post Code

County / District

Contact Information




Contact Email Address

☐ Preferred Email Contact

☒ Used As Work Email

DOP Approval


Request To Hire test1 candidate For #47 - Manager Employee Relations-change desc

Options ▾ Related ▾   

Requested By

Requester Work Phone

Requester Email

Effective Date 

Reason

Employment ID

Name

Title (Mr Mrs Ms, etc)

First Name

Middle Name

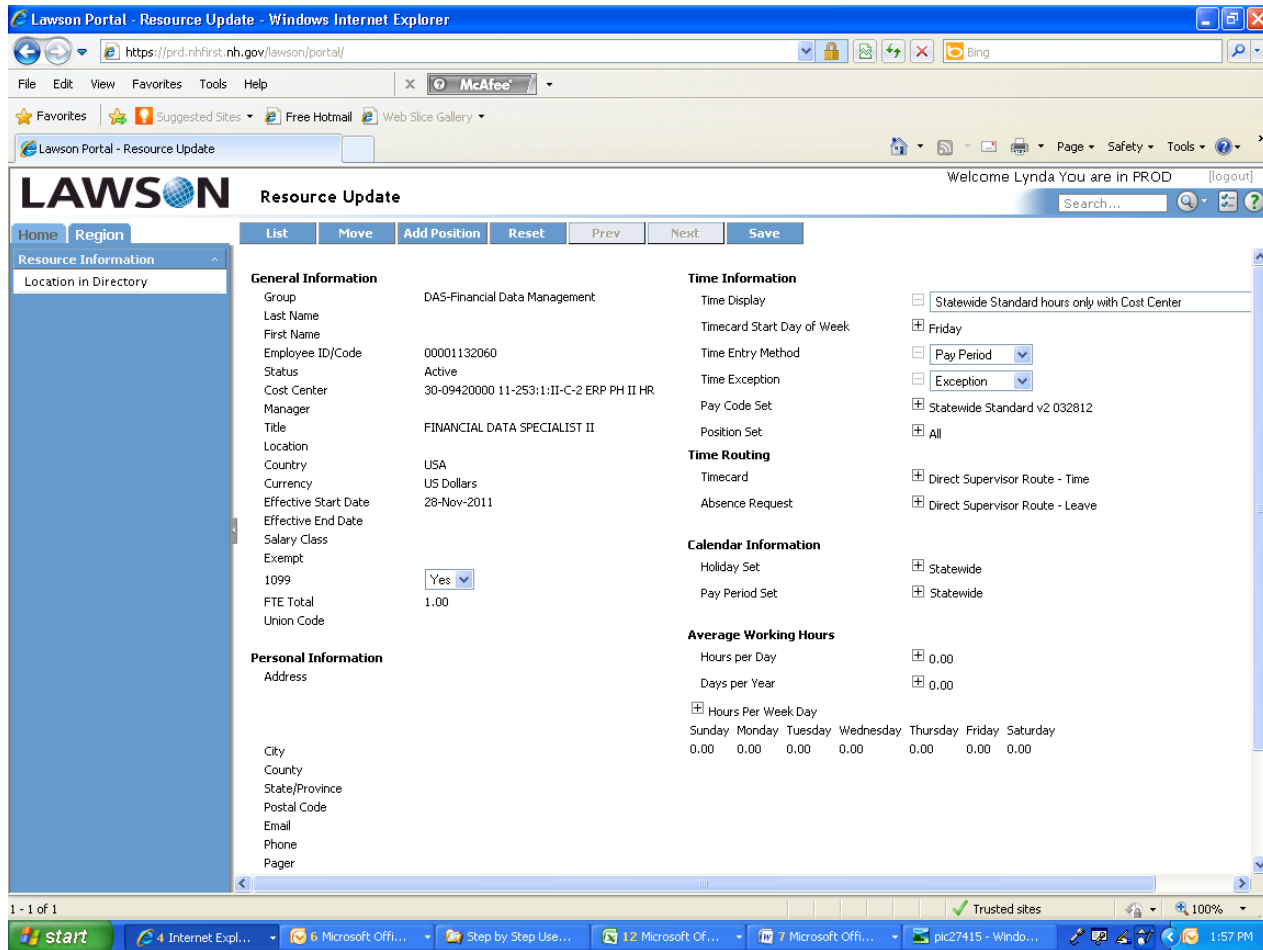
Last Name

Suffix

Professional Designation

Fundamental Resource/Employee Record for in New Hire Process

Resource View in Time Management is populated by the HR11 Screen in NH FIRST



Lawson Portal - Resource Update - Windows Internet Explorer

https://prd.nhfirst.nh.gov/lawson/portal/

File Edit View Favorites Tools Help

McAfee

Lawson Portal - Resource Update

Welcome Lynda You are in PROD [logout]

Search...

LAWSON Resource Update

Home Region

Resource Information

Location in Directory

General Information

Group: DAS-Financial Data Management

Last Name: [blank]

First Name: [blank]

Employee ID/Code: 00001132060

Status: Active

Cost Center: 30-09420000 11-253:1:II-C-2 ERP PH II HR

Manager: [blank]

Title: FINANCIAL DATA SPECIALIST II

Location: [blank]

Country: USA

Currency: US Dollars

Effective Start Date: 28-Nov-2011

Effective End Date: [blank]

Salary Class: [blank]

Exempt: [blank]

1099: Yes

FTE Total: 1.00

Union Code: [blank]

Personal Information

Address: [blank]

City: [blank]

Country: [blank]

State/Province: [blank]

Postal Code: [blank]

Email: [blank]

Phone: [blank]

Pager: [blank]

Time Information

Time Display: [blank]

Timecard Start Day of Week: [blank]

Time Entry Method: [blank]

Time Exception: [blank]

Pay Code Set: [blank]

Position Set: [blank]

Time Routing

Timecard: [blank]

Absence Request: [blank]

Calendar Information

Holiday Set: [blank]

Pay Period Set: [blank]

Average Working Hours

Hours per Day: [blank]

Days per Year: [blank]

Hours Per Week Day: [blank]

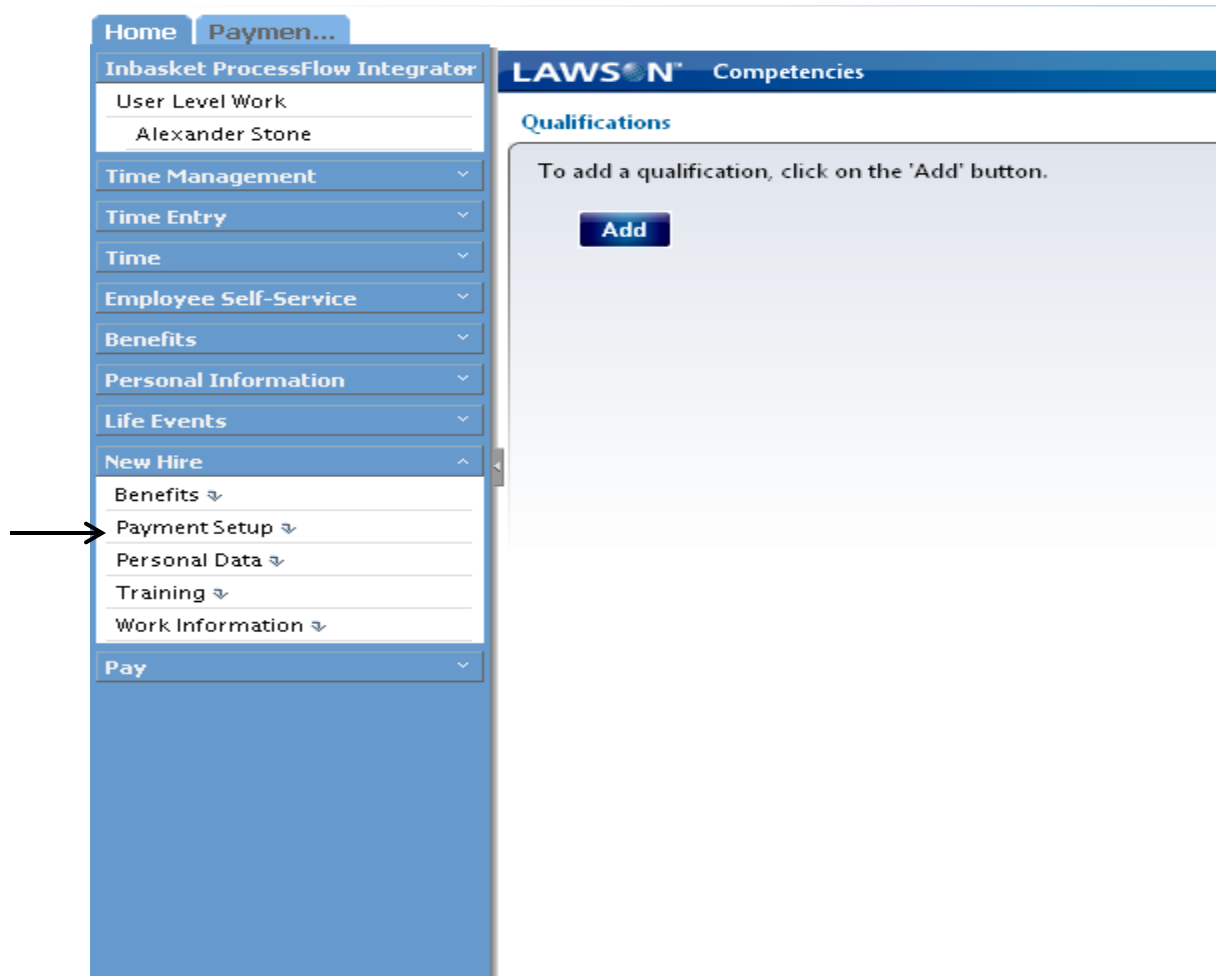
Sunday: 0.00 Monday: 0.00 Tuesday: 0.00 Wednesday: 0.00 Thursday: 0.00 Friday: 0.00 Saturday: 0.00

1 - 1 of 1

start Internet Expl... Microsoft Off... Step by Step Use... 12 Microsoft Of... 7 Microsoft Off... pic27415 - Wind... 1:57 PM

Employee Self Service New Hire Setup

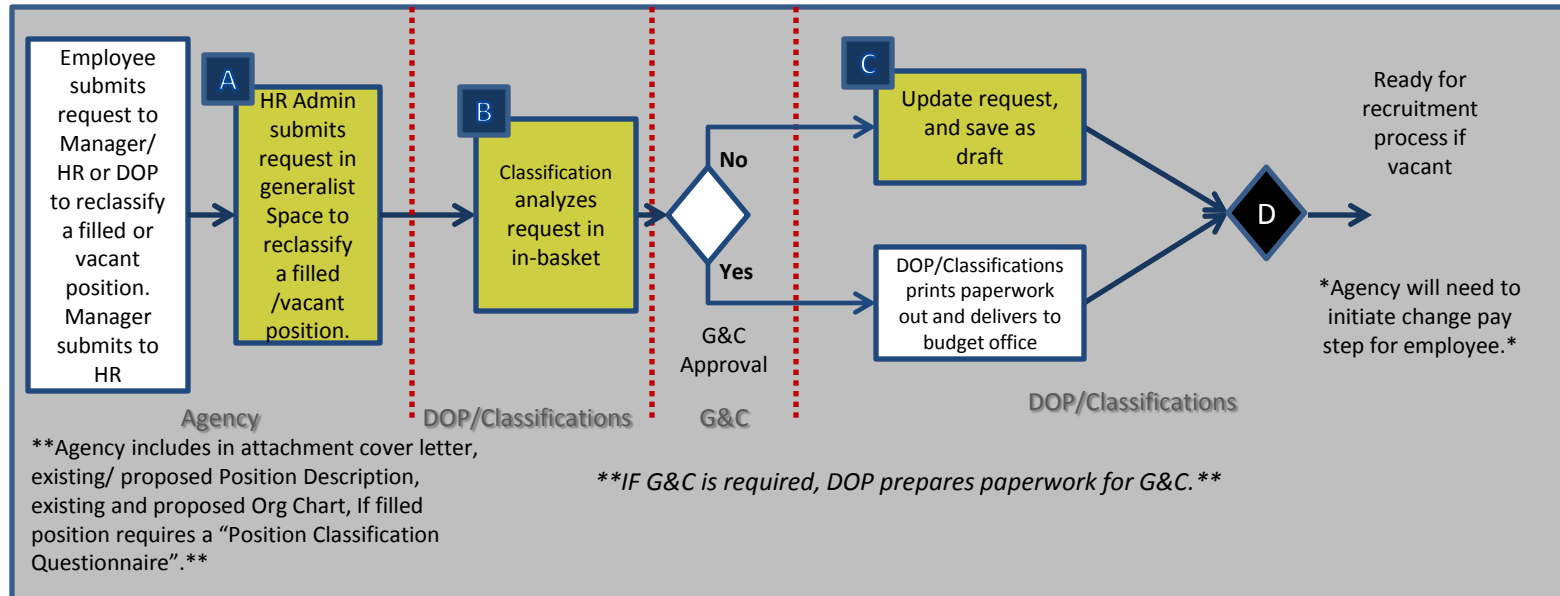
D



Worksheet: New Hire Process

NH FIRST Business Process Worksheet		
<p>The I-9 Process will remain the same as today. The process of W-4 tax election, and benefits enrollment will now be online and will not occur until the employee is set up in the SONH systems network. How will you prepare your managers to make sure they alert new hires that they have access to Employee Self Service?</p>		<p>Some Agencies will use the "On Boarding" process available in the Talent Management system. Does your agency currently allow set up of email address, network security, physical space prior to a new hire arriving?</p>
<p>Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and Manager input?</p>		
<p>How do you handle new hire "no shows"? Depending on your on boarding process they may require deletion from Time Management access.</p>		
NH FIRST Role Call	Who performs this step today?	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
◆ (B) Online Approver	DOP	
■ (C) Technical/Physical set up	FDM/DOIT	
■ (D) Employee Self Service Entry	Employee	

Reclassify a Position



Key:



Requires input in NH FIRST



Online step in NH FIRST



Requires online approval in NH FIRST






Offline manual approval process outside of NH FIRST



Offline manual or hard copy process outside of NH FIRST

Reclassify a Position A

*Change Position Elements

Options ▾ Related ▾   

Effective Date

Reason

Comment

Reclassify a full-time filled position.

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

HR Organization Unit Description

Submit

Cancel

Reclassify a Position

B

C

D

*Change Position Elements

Options ▾ Related ▾

Effective Date

Reason RECLASS-F

Comment
Reclassify a full-time filled position.

Position 66

Short Description 10158

Description GROUND SUPERVISOR

☒ Active

Position Description Date

Job 523 Description Grounds Supervisor

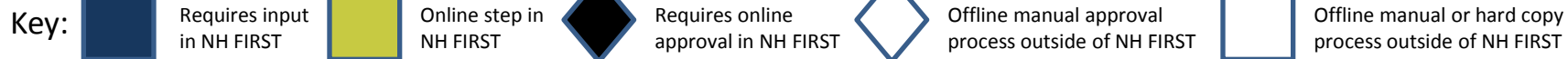
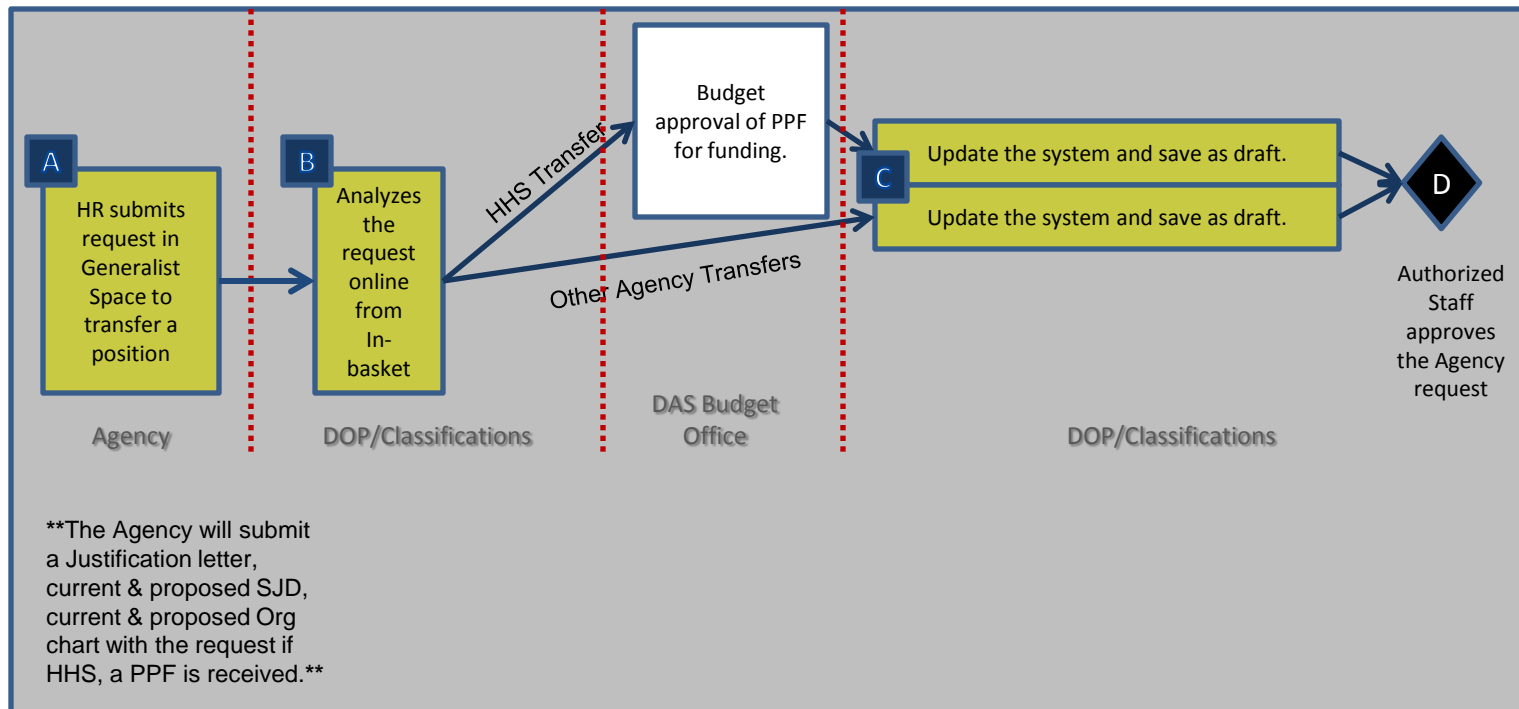
HR Organization Unit 358 Description Bur Plant/Prop Management

Approve Return Reject Save As Draft Cancel

Worksheet: Reclassify a Position




NH FIRST Business Process Worksheet		
How do managers initiate a request for a reclassification today? How long does the process take? Who performs this task today?	How, and by whom is the cover letter, existing/ proposed Position Description, existing and proposed Org Chart created and sent with the request done today?	
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and Reclassification input?	How are rejections handled today? What is the process and how is it recorded?	
How do you proactively identify potential classification issues? Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?	How will your program managers need to adjust their processes to use online forms?	
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR/Employee/Manager	
■ (B) Analyze Request	DOP/Classification Analyst	
■ (C) Update Request	DOP/Classification Analyst	
◆ (D) Final Approval	DOP/Classification Manager	

Transfer a Position



HR submits request in Generalist Space to transfer a Position A

*Change Position Elements

Options ▾ Related ▾   

Effective Date

Reason

Comment

Transfer Position

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

HR Organization Unit Description

DOP/Classifications analyzes the request online from In-basket



*Change Position Elements

Options ▾ Related ▾

Effective Date

Reason

Comment

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

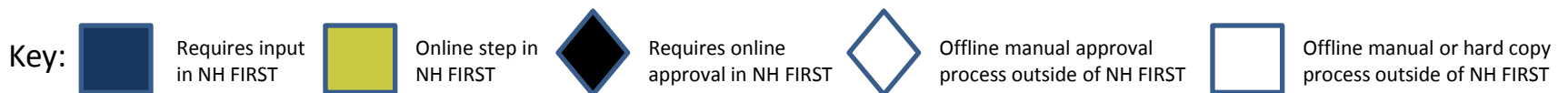
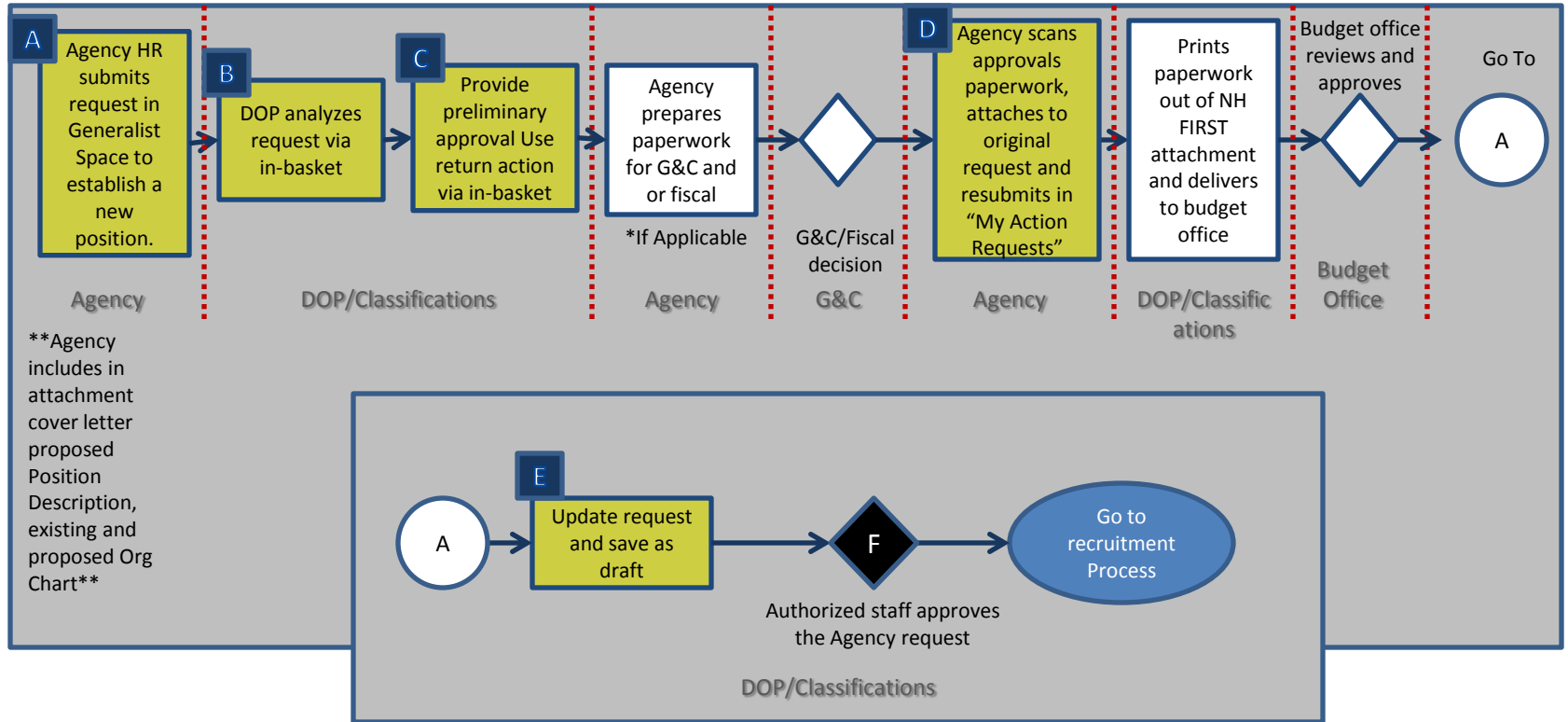
HR Organization Unit Description

Approve Return Reject Save As Draft Cancel

Worksheet: Transfer a Position

NH FIRST Business Process Worksheet		
How do managers initiate a request to transfer a position today? How long does the process take? Who performs this task today?		FOR HHS ONLY: How, and by whom, is the manual budget approval process for HHS done today at your agency?
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?		How, and by whom, is the justification letter created and sent today with the request? How, and by whom, is the new SJD created and sent today with the request? How, and by whom, is the old and the new organization chart created and sent today with the request? Are they all done manually or electronically?
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use one paper form today for multiple items or multiple signatures?		How are rejections handled today? What is the process and how is it recorded?
		How will your program managers need to adjust their processes to use online forms?
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
■ (B) Analyze Request	DOP/Classification Analyst	
■ (C) Update Position Information	DOP/Classification Analyst	
◆ (D) 1 st Level Approval	DOP/Classification Manager	

Establish a New Position



Agency HR submits Request in Generalist Space to Establish a New Position A

The screenshot shows a software interface for managing positions. The 'Actions' menu is open, displaying various options. An arrow points to the 'Request New Position' option. The background table lists existing positions.

Position ID	Job	Organization Unit
3	Governor	0205
4	Principal Planner	0240
5	Assistant Planner	0240
6	Accountant II	0240
7	Principal Planner	0240
8	Senior Planner	00200
9	Senior Planner	0240
10	Senior Planner	4420
11	Principal Planner	4420
12	Maintenance Mechanic II	01200
13	Bldgs & Grounds Utility Person	01200
14	Internal Auditor I	01200

Review In-Basket and provide preliminary approval. Use return action via In-Basket.

B

C

The screenshot shows a web application window titled "Request A New Position". The window has a blue header bar with "Options" and "Related" dropdown menus, and icons for help and refresh. The main content area is white and contains several form fields: "Requested By" (empty), "Requester Email" (catherine.milarion@nh.gov), "Requester Work Phone" (empty), "Effective Date" (07/18/2012 with a calendar icon), "Reason" (EST-FT-TMP with a dropdown arrow), "Organization" (State of New Hampshire - DAT with a dropdown arrow), "Short Description" (empty), "Description" (technician), "Position Description Document" (empty), and "Date" (empty with a calendar icon). There is a "Send Email" button next to the email field. Below the form fields is a section titled "Enter Details For This Position" with a dropdown arrow. At the bottom of the window is a row of five buttons: "Approve", "Return", "Reject", "Save As Draft", and "Cancel". An arrow points to the "Return" button.

Request A New Position

Options ▾ Related ▾

Requested By

Requester Email catherine.milarion@nh.gov

Requester Work Phone

Effective Date 07/18/2012

Reason EST-FT-TMP

Organization State of New Hampshire - DAT

Short Description

Description technician

Position Description Document

Date

Send Email

Browse...




Enter Details For This Position

Approve Return Reject Save As Draft Cancel

Agency scans approvals paperwork, attaches to original request and resubmits in “My Action Requests” D

The screenshot shows a web form titled "Request A New Position". The form has a blue header bar with the title and a close button. Below the header, there are tabs for "Options" and "Related", and icons for a document and a folder. The main content area is divided into sections. The "Document Attachment" section is circled in black and contains the following fields: "Document Date" with a date picker icon, "Title" with a text input field, "File" with a text input field and a "Browse..." button, and "File Type" with a dropdown menu. Below this is the "Comments About This Position Request" section, which has a large text area. At the bottom right of the form are "Submit" and "Cancel" buttons.

Request A New Position

Options ▾ Related ▾   

Document Attachment

Document Date

Title

File




File Type

Comments About This Position Request

Update request and save as draft

E

Request A New Position

Options ▾ Related ▾   

Requested By


PAUL PFENNING

Requester Email


catherine.milarion@nh.gov

Requester Work Phone

Effective Date


07/18/2012 

Reason

EST-FT-TMP 

Establish FT temp position

Organization

State of New Hampshire - DAT 


Short Description

Description


technician

Position Description Document

Browse...



Date



Enter Details For This Position

Approve

Return

Reject




Save As Draft

Cancel

Authorized staff approves the Agency request

F

Request A New Position

Options ▾ Related ▾   

Requested By


PAUL PFENNING

Requester Email


catherine.milarion@nh.gov

Requester Work Phone

Effective Date


07/18/2012 

Reason

EST-FT-TMP 

Establish FT temp position

Organization


State of New Hampshire - DAT 

Short Description


Description

technician

Position Description Document

Browse... 

Date



Enter Details For This Position

Approve

Return

Reject

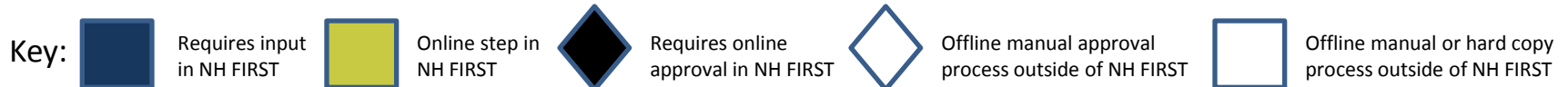
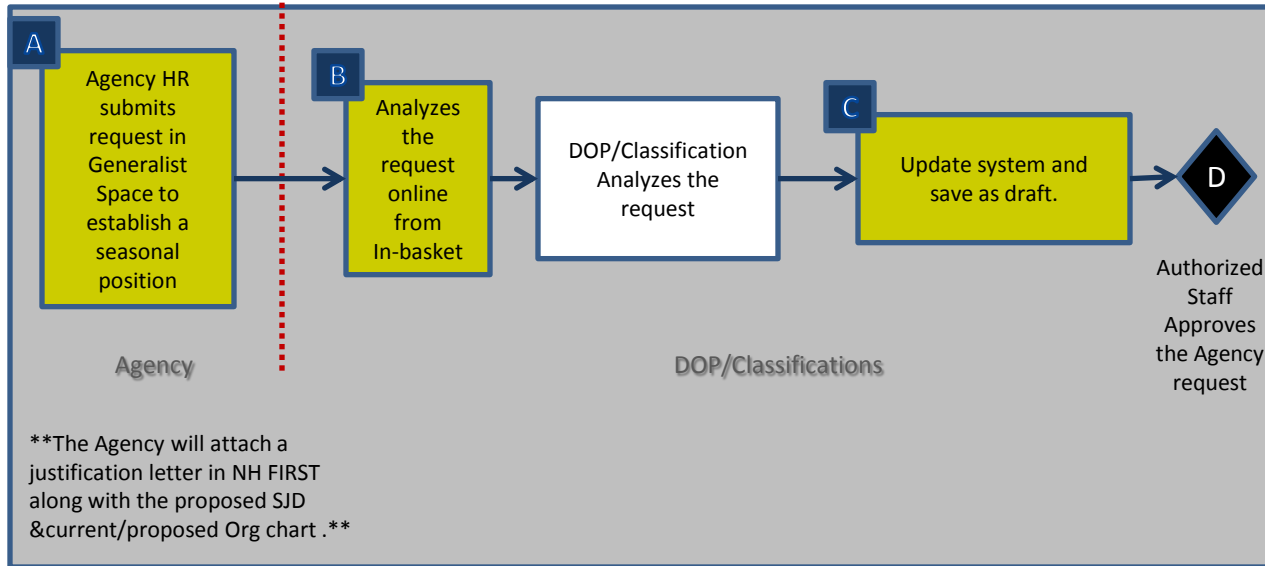
Save As Draft

Cancel

Worksheet: Establish a New Position

NH FIRST Business Process Worksheet		
How do managers initiate a request for a new position today? How long does the process take? Who performs this task today?	How, and by whom is the cover letter, existing/ proposed Position Description, existing and proposed Org Chart created and sent with the request done today?	
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?	How are rejections handled today? What is the process and how is it recorded?	
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?	How will your program managers need to adjust their processes to use online forms?	
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
■ (B) Analyze Request	DOP/Classifications	
■ (C) Provide Preliminary Approval	DOP/Classifications	
■ (D) Scan G&C paperwork	DOP	
■ (E) Prints paperwork for Budget office	DOP/Classifications	
◆ (F) 1 st Level Approval	DOP	

Establish a Seasonal Position



Agency HR submits request

A

Options ▾ ↻

Positions Mass Position Update

Actions ▾ Options ▾ Related ▾ 📄 📁 ✕ 🔍

- Open
- Create
- Request New Position
- Update
- Change Position Pay
- Change Position Elements
- Copy Position Qualifications And Working Conditions
- Delete
- View Audit Log
- View Full Audit Log

Posi...	Job	Organization Unit	W
3	Governor	0205	
4	Principal Planner	0240	
5	Assistant Planner	0240	
6	Accountant II	0240	
7	Principal Planner	0240	
8	Senior Planner	00200	
9	Senior Planner	0240	
10	Senior Planner	4420	
11	Principal Planner	4420	
12	Maintenance Mechanic II	01200	
13	Bldgs & Grounds Utility Person	01200	
14	Internal Auditor I	01200	

SENIOR PLANNER	10023
SENIOR PLANNER	10026
PRINCIPAL PLANNER	10027
MAINTENANCE MECHANIC II	10032
BLDGS & GROUNDS UTILITY PERSON	10041
INTERNAL AUDITOR I	10042

DOP/Classifications Analyzes the request, updates system and saves as draft, authorized staff approves the Agency request



Request A New Position

Options ▾ Related ▾

Requested By

Requester Email

Requester Work Phone

Effective Date

Reason

Organization ▾

Short Description

Description

Position Description Document

▾

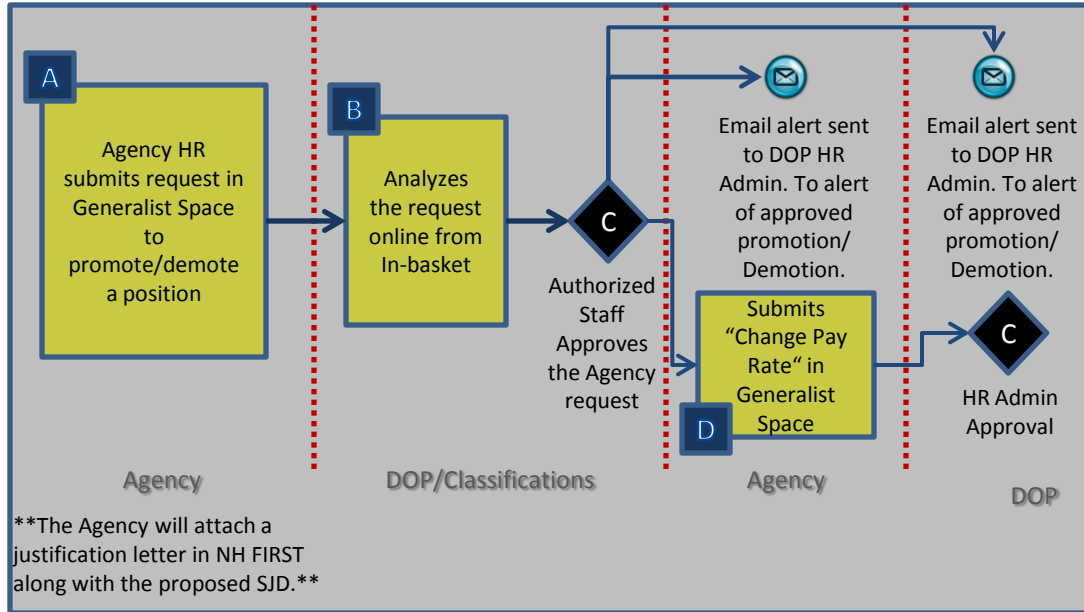
Date

Enter Details For This Position ▾

Worksheet: Establish a Seasonal Position

NH FIRST Business Process Worksheet		
How do managers initiate a request for a new 9SEAS position today? How long does the process take? Who performs this task today?		How, and by whom, is the justification letter created and sent today with the request? How, and by whom, is the new SJD created and sent today with the request? How, and by whom, is the old and the new organization chart created and sent today with the request? Are they all done manually or electronically?
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?		How are rejections handled today? What is the process and how is it recorded?
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?		How will your program managers need to adjust their processes to use online forms?
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
■ (B) Analyze Request	DOP/Classification Analyst	
■ (C) Generate Position Number	DOP/Classification Analyst	
◆ (D) 1 st Level Approval	DOP	

Temporary Assignment Promotion/Demotion



Key: Requires input in NH FIRST

Online step in NH FIRST




Requires online approval in NH FIRST

Offline manual approval
process outside of NH FIRST

Offline manual or hard copy
process outside of NH FIRST

Temporary Promotion/Demotion Request A

*Change Position Elements

Options ▾ Related ▾   

Effective Date

Reason

Comment

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

HR Organization Unit Description

Submit

Cancel

10/2/2012

DRAFT — Subject to Change

51

Temporary Promotion/Demotion Request

B

C

***Change Position Elements**

Options ▾ Related ▾

Effective Date

Reason

☒ Active

Position Position Description

Short Description

Job Job Description

Job Code

HR Organization Unit Org Unit Description

Location Location Description

Direct Supervisor Direct Supervisor Description

Pay Rate

Company

Accounting Unit

Account

Schedule

Pay Grade

Document Title

File

Summary

***Change Position Elements**

Options ▾ Related ▾

Effective Date

Reason

Comment

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

HR Organization Unit Description

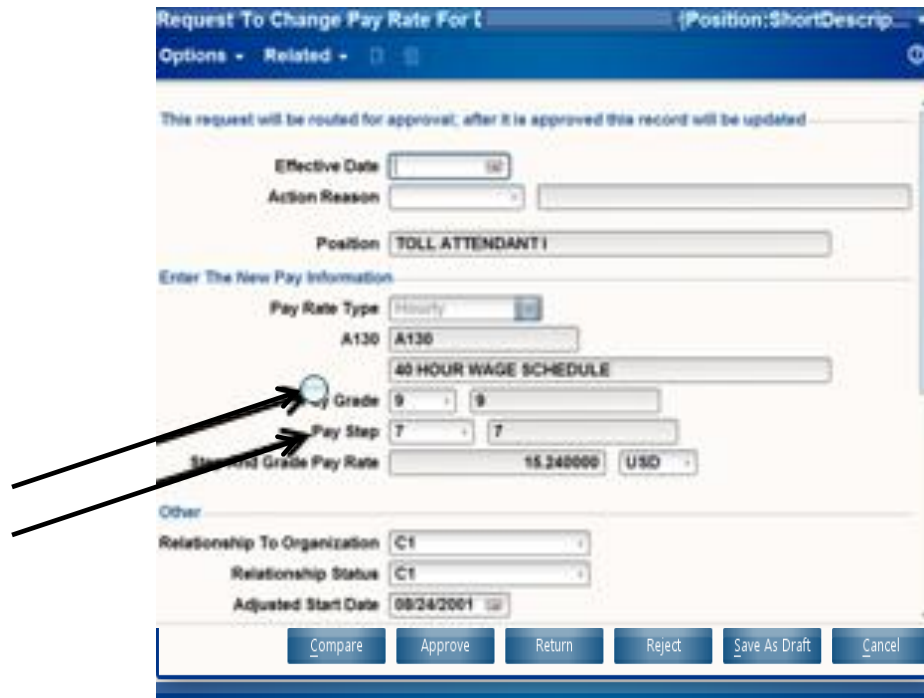
Detail

Agency HR receives approval online from In-basket. Submits change pay rate in Generalist Space

D

The screenshot displays the Lawson HR system interface. At the top, the user is logged in as 'BETHANY HOLLAND'. The main window shows 'DORIS ABIAIR's Profile' with tabs for 'Save', 'Rehire', and 'Terminate'. A left-hand navigation menu includes options like 'At A Glance', 'Work Assign...', 'Personal Info', 'Dates & Servi...', 'Compensation', 'Work Prefere...', 'Performance', 'Talent Profile', 'Fit Analysis', 'Goals', 'Activities', 'Learning Che...', 'Mentors', and 'Take Notes'. The 'Compensation' tab is active, showing a table with columns for 'Position', 'Organization Unit', and 'Manager'. A row is visible with '21637' and '09600'. A 'Change Pay Rate' button is highlighted with an arrow. A modal dialog box titled 'Request To Change Pay Rate For [Position:ShortDescrip...]' is open. It contains the following fields: 'Effective Date' (calendar icon), 'Action Reason' (dropdown), 'Position' (TOLL ATTENDANT I), 'Enter The New Pay Information' section with 'Pay Rate Type' (Hourly), 'A130' (dropdown), '40 HOUR WAGE SCHEDULE' (text), 'Pay Grade' (9), 'Pay Step' (7), 'Step And Grade Pay Rate' (15.240000 USD), and 'Other' section with 'Relationship To Organization' (C1), 'Relationship Status' (C1), and 'Adjusted Start Date' (08/24/2001). 'Submit' and 'Cancel' buttons are at the bottom right of the dialog.

HR Administrator approval



Request To Change Pay Rate For [Position:ShortDescrip...]

Options - Related - [Icons]

This request will be routed for approval; after it is approved this record will be updated.

Effective Date [10/24/2011]

Action Reason []

Position [TOLL ATTENDANT I]

Enter The New Pay Information

Pay Rate Type [Hourly]

A130 [A130]

40 HOUR WAGE SCHEDULE [40 HOUR WAGE SCHEDULE]

Pay Grade [9] [9]

Pay Step [7] [7]

Standard Grade Pay Rate [15.240000] [USD]

Other

Relationship To Organization [C1]

Relationship Status [C1]

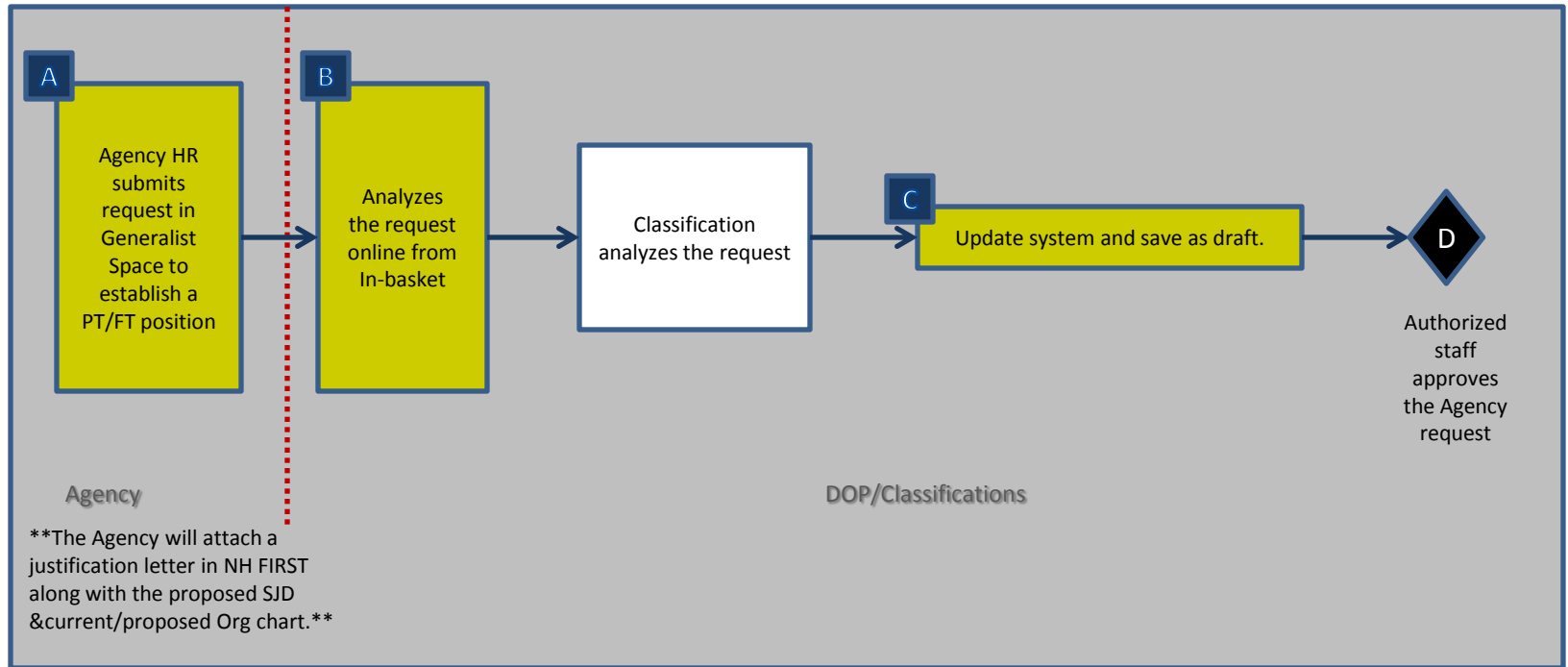
Adjusted Start Date [08/24/2011]

[Compare] [Approve] [Return] [Reject] [Save As Draft] [Cancel]

Worksheet: Temporary Assignment Promotion/Demotion




NH FIRST Business Process Worksheet		
How do managers initiate a request for a new temp up/temp down today? How long does the process take? Who performs this task today?	How, and by whom, is the justification letter created and sent today with the request? How, and by whom, is the new SJD created and sent today with the request? How, and by whom, is the old and the new organization chart created and sent today with the request? Are they all done manually or electronically?	
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?	How are rejections handled today? What is the process and how is it recorded?	
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?	How will your program managers need to adjust their processes to use online forms?	
Personnel Rule 901.09: Adjustment Due To Temporary Promotion		
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
■ (B) Analyze Request	DOP	
◆ (C) 1 st Approval	DOP	
■ (D) HR Admin	DOP	

Establish Temporary Position PT/FT




Agency HR submits request in Generalist Space to establish a PT/FT position A

*Request A New Position

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be created

Effective Date

09/04/2012 

Reason

EST-PT-POS

Establish part-time position


* Proposed Position Name

Accident Evaluator

Enter Details For This Position


☐ Key Position

Reason



☐ Critical Position

Reason



Job

2

Accident Evaluator

Organization Unit

14

Labor Dept Of

Company

10

General Fund

Accounting Unit

Account

Activity

Submit

Cancel

10/2/2012




DRAFT – Subject to Change

57

Analyzes the request online from In-basket, updates system and saves as draft, authorized staff approves the Agency request



Request New Position

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be created

Effective Date

Reason

* Proposed Position Name

Enter Details For This Position

☐ Key Position Reason

☐ Critical Position Reason

Job

Organization Unit

Company

Accounting Unit

Account

Activity

Account Category

Direct Manager

Location




Full Time Equivalent

Description

Describe The Position

↑ Detail

*Change Position Elements

Options ▾ Related ▾   

Effective Date

Reason

Comment

Position

Short Description

Description

☒ Active

Position Description Date

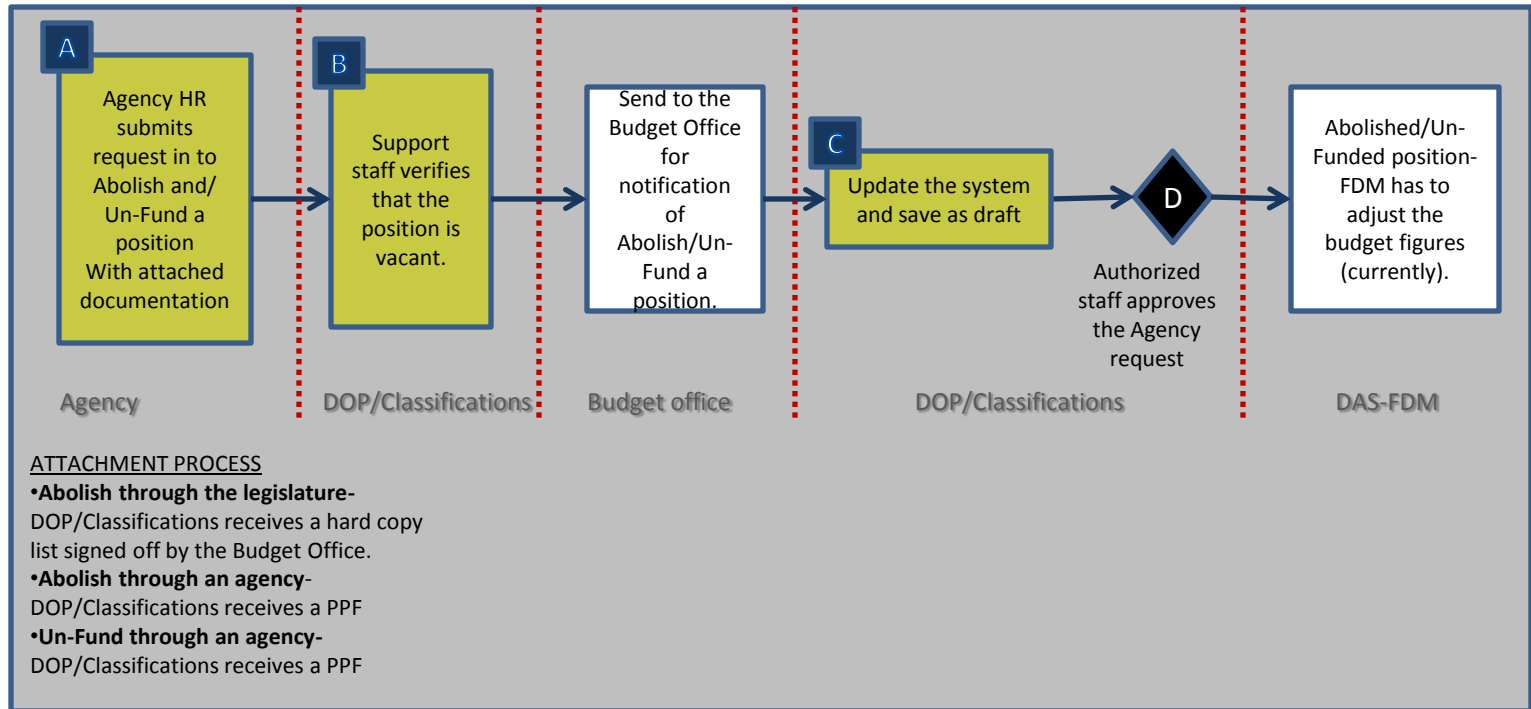
Job Description

HR Organization Unit Description

Establish Temporary PT/FT

NH FIRST Business Process Worksheet		
How do managers initiate a request for a new 9TEMP position today? How long does the process take? Who performs this task today?		How, and by whom, is the justification letter created and sent today with the request? How, and by whom, is the new SJD created and sent today with the request? How, and by whom, is the old and the new organization chart created and sent today with the request? Are they all done manually or electronically?
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?		How are rejections handled today? What is the process and how is it recorded?
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?		How will your program managers need to adjust their processes to use online forms?
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
■ (B) Analyze Request	DOP/Classification	
■ (C) Update Information	DOP/Classification	
◆ (D) 1 st Level Approval	DOP/Classifications Manager	




Abolish or Un-Fund a Position




Agency HR submits request in to Abolish or Un-Fund a position

With attached documentation A

*Change Position Elements

Options ▾ Related ▾   

Effective Date

09/04/2012 

Reason

ABOL-FTTMP ▾

Comment

Position is abolished. |

Position

31

Short Description


10098

Description

MAILING SUPERVISOR II

☒ Active

Position Description Date



Job

712 ▾

Description

Mailing Supervisor II

HR Organization Unit

358 ▾

Description

Bur Plant/Prop Management

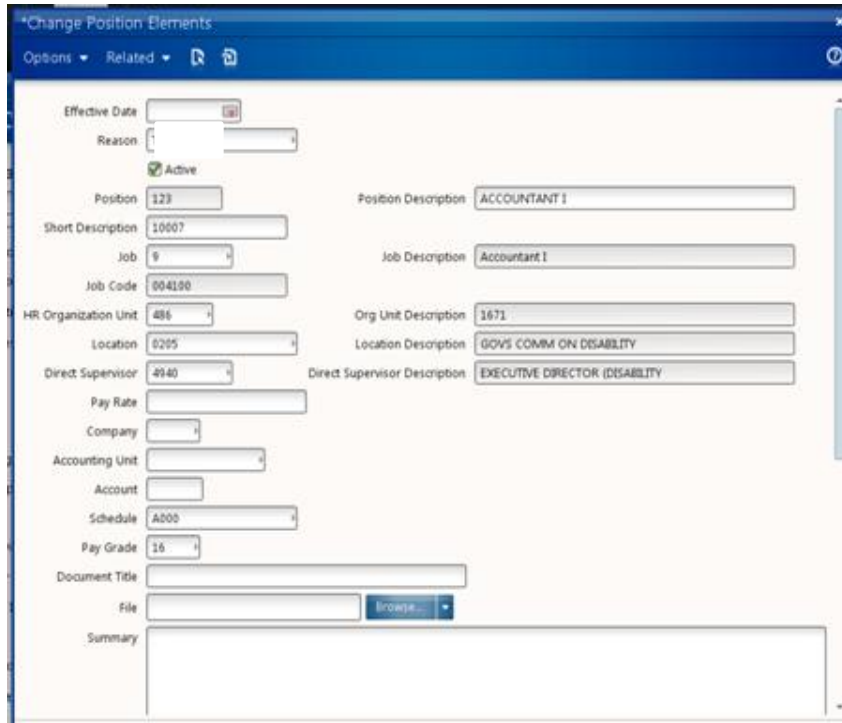
Submit

Cancel



B

10/2/2012

Update the system and save as draft, authorized staff approves the Agency request



*Change Position Elements

Options ▾ Related ▾  

Effective Date

Reason

☒ Active

Position Position Description

Job Job Description

HR Organization Unit Org Unit Description Location Description Direct Supervisor Description

Company


Accounting Unit

Account

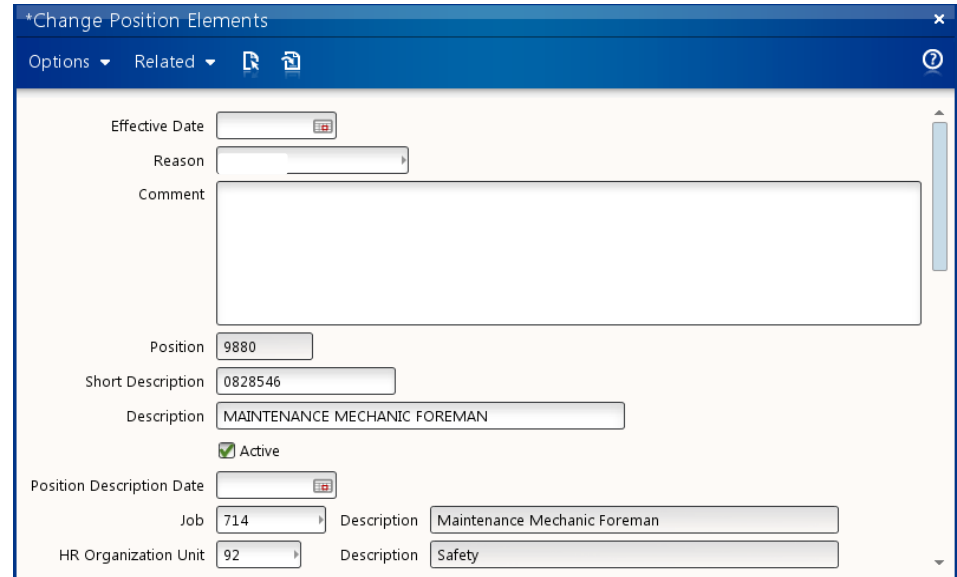
Schedule

Pay Grade



Document Title

File 

Summary



*Change Position Elements

Options ▾ Related ▾  

Effective Date

Reason

Comment

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

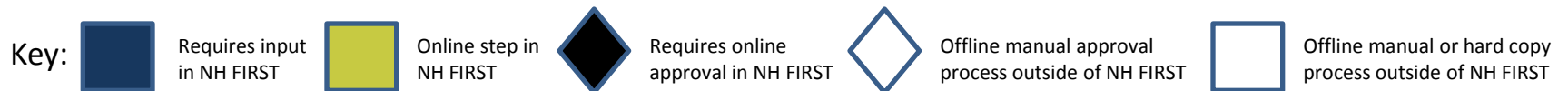
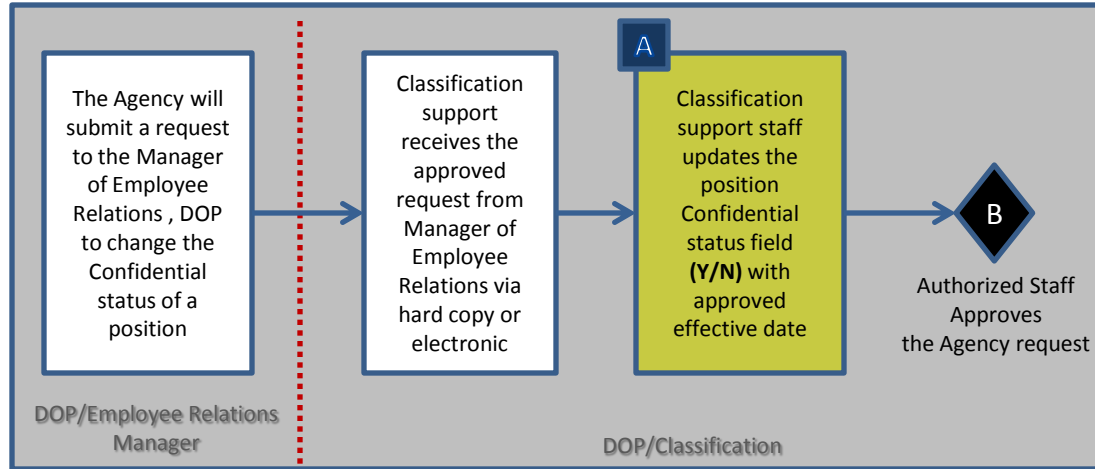
HR Organization Unit Description

Detail

Worksheet: Abolish or Un-Fund a Position

NH FIRST Business Process Worksheet		
How do managers initiate a request to abolish and un-fund a position today? How long does the process take? Who performs this task today?	How are rejections handled today? What is the process and how is it recorded?	
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?	How will your program managers need to adjust their processes to use online forms?	
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?		
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
■ (B) Verify Vacancy	DOP/Classification	
■ (C) Update Fields	DOP/Classification	
◆ (D) 1 st Level Approval	DOP/Classifications Manager	

Change Confidential Status



Classification support staff updates the position Confidential status field (Y/N) with approved effective date

A

*10011 - Position

Actions ▾ Options ▾ Related ▾

Effective Date Position **5** Short Description

Description ☐ Active

Detail

- Summary
- Compensation
- Success Profile
- Responsibilities
- Working Conditions
- Resources

Dotted-Line Manager

If This Position Is A Managerial Position, Complete The Following Fields

☐ Create a manager code

Position Is Manager

Additional Position Information

Location **OFFICE OF ENERGY & PLANNING**

Union

Work Schedule

Shift

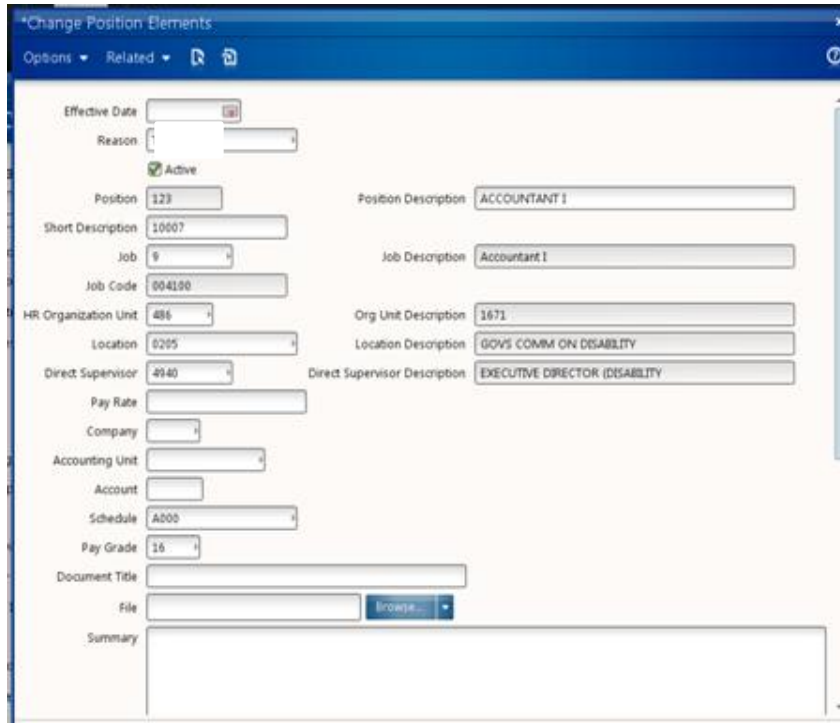
Screening Category

Classifications



Position Level

Position Family

Update the system and save as draft, authorized staff approves the Agency request



*Change Position Elements

Options ▾ Related ▾  

Effective Date

Reason

☒ Active

Position Position Description

Short Description

Job Job Description

Job Code

HR Organization Unit Org Unit Description

Location Location Description

Direct Supervisor Direct Supervisor Description

Pay Rate

Company


Accounting Unit

Account

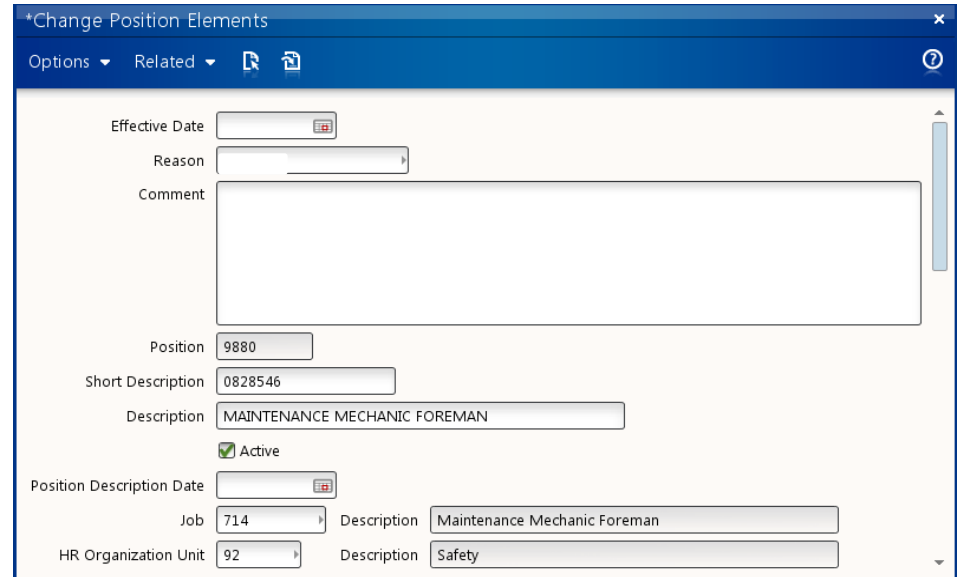
Schedule

Pay Grade



Document Title

File 

Summary



*Change Position Elements

Options ▾ Related ▾  

Effective Date

Reason

Comment

Position

Short Description

Description

☒ Active

Position Description Date

Job Description

HR Organization Unit Description

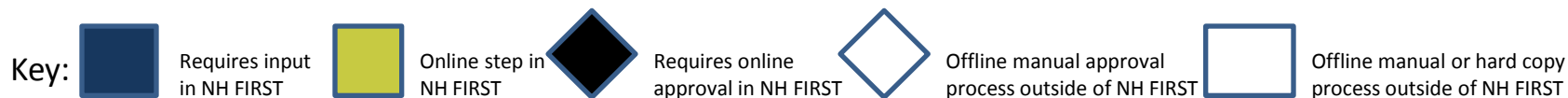
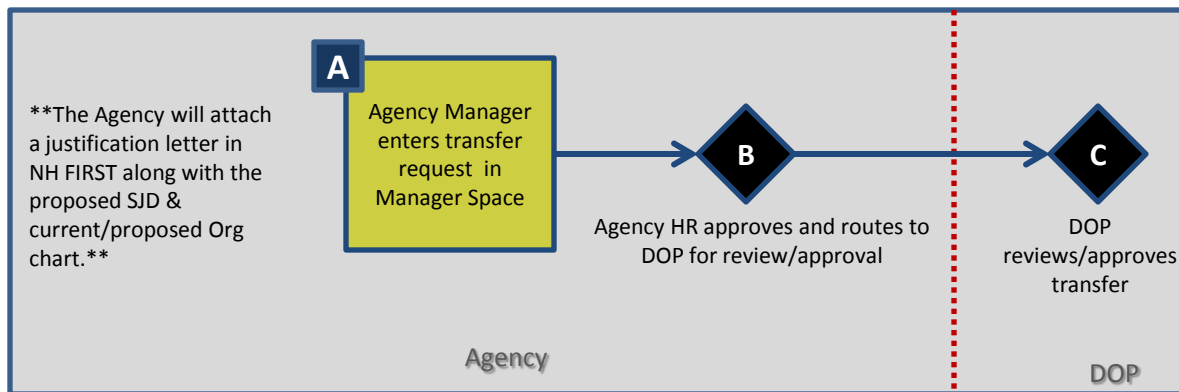


Detail

Worksheet: Change Confidential Status

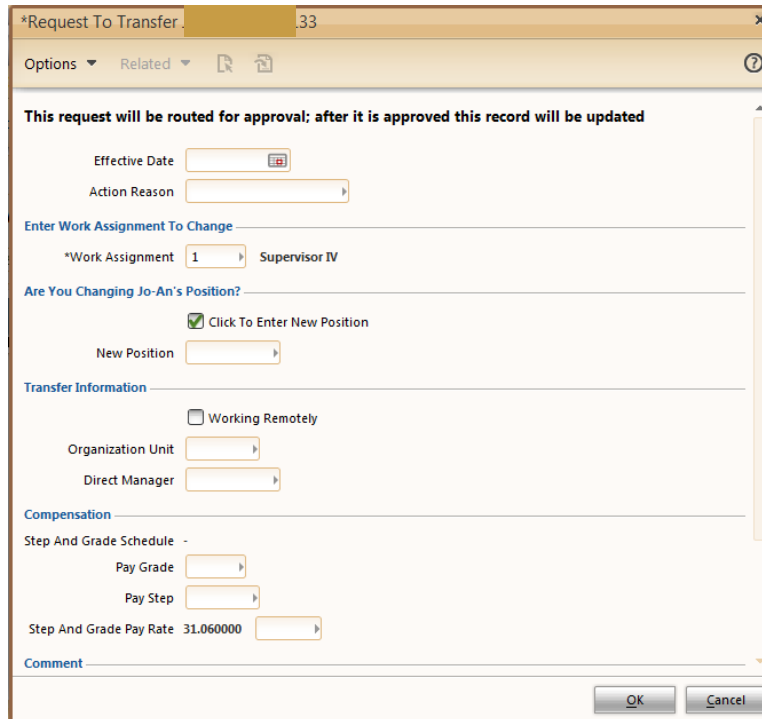
NH FIRST Business Process Worksheet		
How do managers initiate a request to change Confidential status today? How long does the process take? Who performs this task today?	How, and by whom, does this request get to DOL to begin the request to change the HR confidential status?	
Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and position input?	How are rejections handled today? What is the process and how is it recorded?	
Do you use paper forms for sign off today and can they be replaced by workflow tomorrow? Do you use 1 paper form today for multiple items or multiple signatures?	How will your program managers need to adjust their processes to use online forms?	
	How is the approval of this request communicated back to the agency today?	
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	DOP/Classification	
◆ (B) 1 st Level Approval	DOP/Classification	

Intra-Agency Position Transfer



NH FIRST Business Process Worksheet		
The Agency Manager requests through Manager Space to transfer an employee within the agency. The Agency HR approves/rejects request. If approved, the request gets routed to DOP for final approval.		How, and by whom, is the manual approval process done today at your agency? When do you file the transfer paperwork, is it prior to the employee leaving your agency or perhaps interagency transfer? Do you use paper forms for sign-off today, and can they be replaced by workflow tomorrow? Do you use one paper form today for multiple items or multiple signatures?
		How are rejections handled today? What is the process and how is it recorded?
		Does your agency have multiple roles fulfilling HR input? Is there a segregation of duties associated to HR and Manger input?
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Manager	
◆ (B) 1 st Level Approval	Agency HR	
◆ (C) 2 nd Level Approval	DOP	

Agency Manager enters transfer request in Manager Space



The screenshot shows a web-based form titled "Request To Transfer" with a sub-header ".33". The form is divided into several sections with expandable/collapsible headers. The "Effective Date" and "Action Reason" fields are at the top. Below them is the "Enter Work Assignment To Change" section, which includes a dropdown for "Work Assignment" (set to "1") and a label "Supervisor IV". The "Are You Changing Jo-An's Position?" section has a checked checkbox "Click To Enter New Position" and a "New Position" dropdown. The "Transfer Information" section includes a "Working Remotely" checkbox (unchecked) and dropdowns for "Organization Unit" and "Direct Manager". The "Compensation" section includes a "Step And Grade Schedule" dropdown, "Pay Grade" and "Pay Step" dropdowns, and a "Step And Grade Pay Rate" field (set to "31.060000"). A "Comment" field is at the bottom. The form has "OK" and "Cancel" buttons at the bottom right.

*Request To Transfer .33

Options Related

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Action Reason

Enter Work Assignment To Change

*Work Assignment Supervisor IV

Are You Changing Jo-An's Position?

☒ Click To Enter New Position

New Position

Transfer Information

☐ Working Remotely

Organization Unit

Direct Manager

Compensation

Step And Grade Schedule -

Pay Grade

Pay Step




Step And Grade Pay Rate 31.060000

Comment

OK Cancel

Agency HR approves and routes to DOP for review/approval

*Request To Transfer .33

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Action Reason

Enter Work Assignment To Change

*Work Assignment Supervisor IV

Are You Changing Jo-An's Position?

☒ Click To Enter New Position

New Position

Transfer Information

☐ Working Remotely

Organization Unit

Direct Manager

Compensation

Step And Grade Schedule -

Pay Grade

Pay Step

Step And Grade Pay Rate 31.060000

Comment

DOP for review/approval



*Request To Transfer .33

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Action Reason

Enter Work Assignment To Change

*Work Assignment Supervisor IV

Are You Changing Jo-An's Position?

☒ Click To Enter New Position

New Position

Transfer Information

☐ Working Remotely

Organization Unit

Direct Manager

Compensation

Step And Grade Schedule -

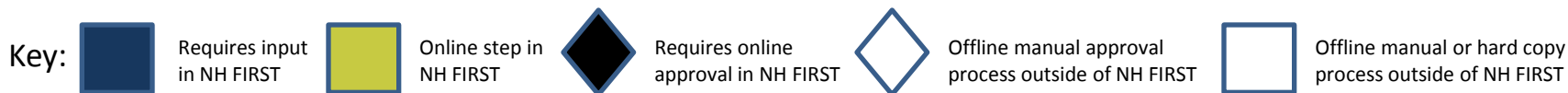
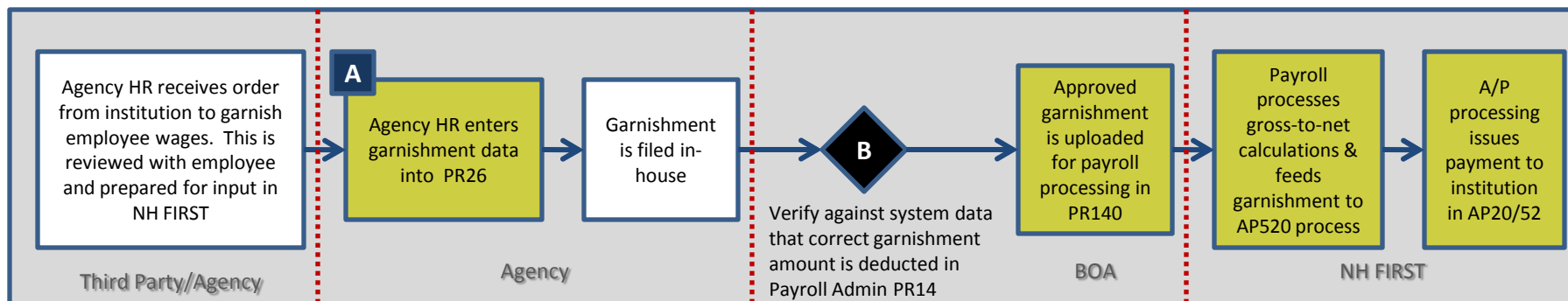
Pay Grade

Pay Step

Step And Grade Pay Rate 31.060000

Comment

Garnishment Process



NH FIRST Business Process Worksheet		Garnishment Process
<p>The agency receives the garnishment order and it's reviewed to determine what type of garnishment it is (child support, tax levy, federal loan etc), how much is owed, whom the payment gets remitted to. Once the agency has examined the order the employee is notified, it is reviewed with him/her, and an expectation is set to when the deductions will begin.</p>		<p>What is the deadline when you must respond to the garnishment?</p> <p>If a percentage of wages is to be collected, is it based on gross wages or net wages? If gross, are any wages exempt from the calculation? If net, are any deductions exempt?</p> <p>Is it an ongoing deduction (such as child support) or is there a set amount that is owed?</p> <p>Can you allow the employee to negotiate an amount that suits him/her?</p>
NH FIRST Role Call	Who will perform these Garnishment tasks in NH FIRST?	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Agency HR	
◆ (B) 1 st Approval	BOA	

Agency HR enters garnishment data into PR26

A

Lawson Portal - United States Employee Garnishment (PR26.1) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

★ Favorites Lawson Portal - United States Employee Garnishment ...

LAWSON United States Employee Garnishment (PR26.1)

Christopher you are in data area HCMCONV [logout]

pr26

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work

Christopher Brantley

Time

Employee Self-Service

Payroll

Company 10 STATE OF NEW HAMPSHIRE

Employee 59643

Case Number 123456ZA FIPS Code

File Number

Description Federal tax levy

Governing Tax Authority

Type 4 Federal Tax Levy

Garnishment Arrears Fees Family Tax Levy Disposable Inc Formula

Deduction

Amount or Percent

Addl or Minimum Amount, Percent

Original Balance

Balance Type

AP Company 10

Vendor

Remit To

Priority

Effective Date

Deduction Cycles

Monthly Limit

Exclude Amount

Balance Amount

Subpriority

start

Read - Microsoft Ou...

BDG - Payroll 1 - Me...

Black Diamond Maps...

HR/LTM - Windows I...

https://sson.nh.gov...

Lawson Portal - Unit...

Microsoft PowerPoin...

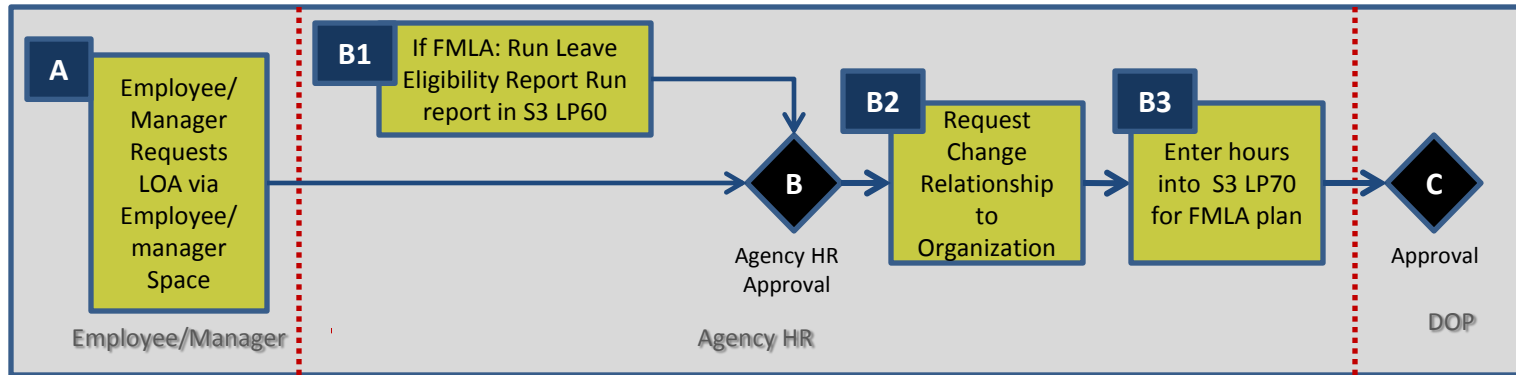
2:34 PM

Rev. 10/2/2012

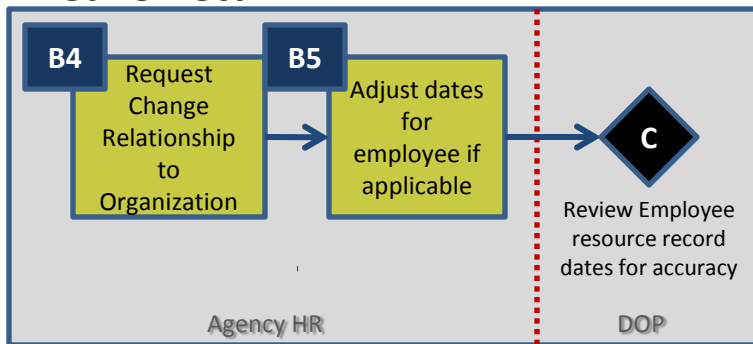
DRAFT - Subject to Change

Absence/Leave Management

Leave Event



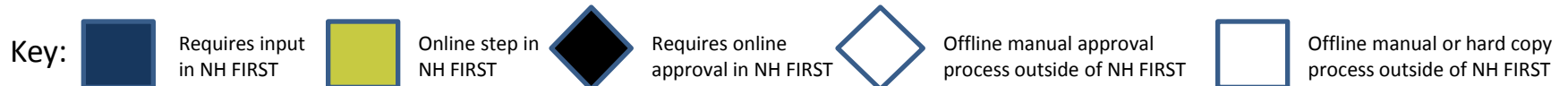
Leave Return



Agency HR follow up with EE to track anticipated return dates

Leave reason codes:

Educational
Military
Without pay
Family and Medical Leave Act (FMLA) Other



Employee/Manager requests LOA via Employee Space

A

The screenshot shows the 'Chris Brantley's Profile' page in the Lawson HR system. The page has a sidebar with navigation links: 'At A Glance', 'Work Assignments', 'Personal Information...', 'Compensation', 'Work Preferences', and 'Talent Profile'. The main content area is divided into two sections: 'Work Assignments' and 'Leave Of Absence'. The 'Work Assignments' section shows a table with columns for Primary, Organization Unit, Position, My Direct Manager, My Dotted-Line Manager, and Assign. The 'Leave Of Absence' section shows a table with columns for Reason, Type, Begin, Completion Date, and Status. A black arrow points to the 'Request Leave' link in the 'Leave Of Absence' section.

The screenshot shows the 'Request Leave Of Absence' form for Chris Brantley. The form is titled '*Request Leave Of Absence Chris Brantley-300'. It has a header bar with 'Actions', 'Options', and 'Related' tabs. The form contains the following fields:

- *Reason: WORLD TRAVEL
- Type: PERSONAL
- *Beginning Of Leave: 08/31/2012
- *Estimated Return: 08/31/2013
- Additional Information: around the world in 360 days

If FMLA: Run Leave Eligibility Report

B1

Lawson Portal - Employee Service Inquiry (LP60.1) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

Lawson Portal - Employee Service Inquiry (LP60.1)

Christopher you are in data area HCMCONV [logout]

lp60

LAWSON Employee Service Inquiry (LP60.1)

Home Inbasket ProcessFlow Integrator User Level Work Christopher Brantley Time Employee Self-Service Payroll

Previous Inquire Next Inquire

Company 10 STATE OF NEW HAMPSHIRE
Employee 94156 DILLON, JANE A.

Service Class FME FMLA ELIGIBLE HOURS
Service Code
Date Range 09/04/2011 09/04/2012

Totals

Service Code	Description	Date	Hours	Earnings
406	SICK DEPENDENT LEAVE USAG	05/17/2012	8.00	202.27 USD
404	SICK LEAVE USAGE	05/09/2012	8.00	202.27 USD

Inquiry Complete

start Inbox - Microsoft Out... FMLA Leave Eligibility ... Microsoft PowerPoint ... HR/ITM - Windows In... https://ssn.nh.gov/ ... Lawson Portal - Empl... 1:54 PM

Agency HR Approval



Leave Of Absence

Actions ▾ Options ▾ Related ▾

Save
Delete
Approve
Reject
Cancel Request
Select
Define
Previous Record
Next Record
View Audit Log
View Full Audit Log

8003 Doe, Martha

1

Requested ▾

FMLA FMLA

Employee ▾

11/09/2011
11/13/2011
11/30/2011

Reason

*Reason VACATION VACATION




Additional Information

Documentation

Request Change Relationship to Organization

B2

Request To Change Relationship To Organization For

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be updated

Effective Date	<input type="text" value=""/>
Reason	<input type="text" value=""/>
Position	<input type="text" value="TOLL ATTENDANT I"/>
Pay Rate	<input type="text" value="15.240000"/> <input type="text" value="USD"/>
Pay Rate Type	<input type="text" value="Hourly"/>
Step And Grade Schedule	<input type="text" value="A130"/> <input type="text" value="9"/>
Pay Step	<input type="text" value="7"/>




Enter Details Of Change To Relationship

*Relationship To Organization	<input type="text" value="C1"/>	<input type="text" value="Classified FT Perm w/Ben"/>
*Relationship Status	<input type="text" value="C1"/>	<input type="text" value="Classified FT Perm w/Ben"/>

Other

DOP Approval

Request To Change Relationship To Organization For

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason

Position

Pay Rate

Pay Rate Type

Step And Grade Schedule

Pay Grade

Pay Step

Enter Details Of Change To Relationship




*Relationship To Organization

*Relationship Status

Other

Leave Return: Request Change Relationship to Organization B4 & B5

Request To Change Relationship To Organization For

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason

Position

Pay Rate

Pay Rate Type

Step And Grade Schedule

Pay Grade

Pay Step

Enter Details Of Change To Relationship

*Relationship To Organization

*Relationship Status




Other

Submit

Cancel

DOP Approval

Request To Change Relationship To Organization For

Options ▾ Related ▾   

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason

Position

Pay Rate

Pay Rate Type

Step And Grade Schedule

Pay Grade

Pay Step

Enter Details Of Change To Relationship

*Relationship To Organization

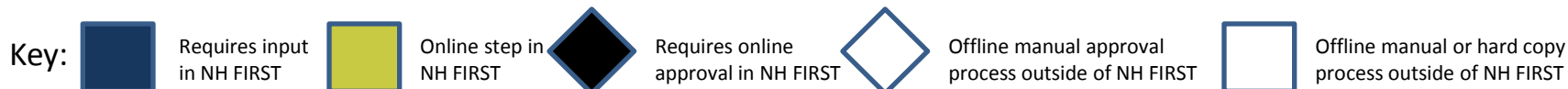
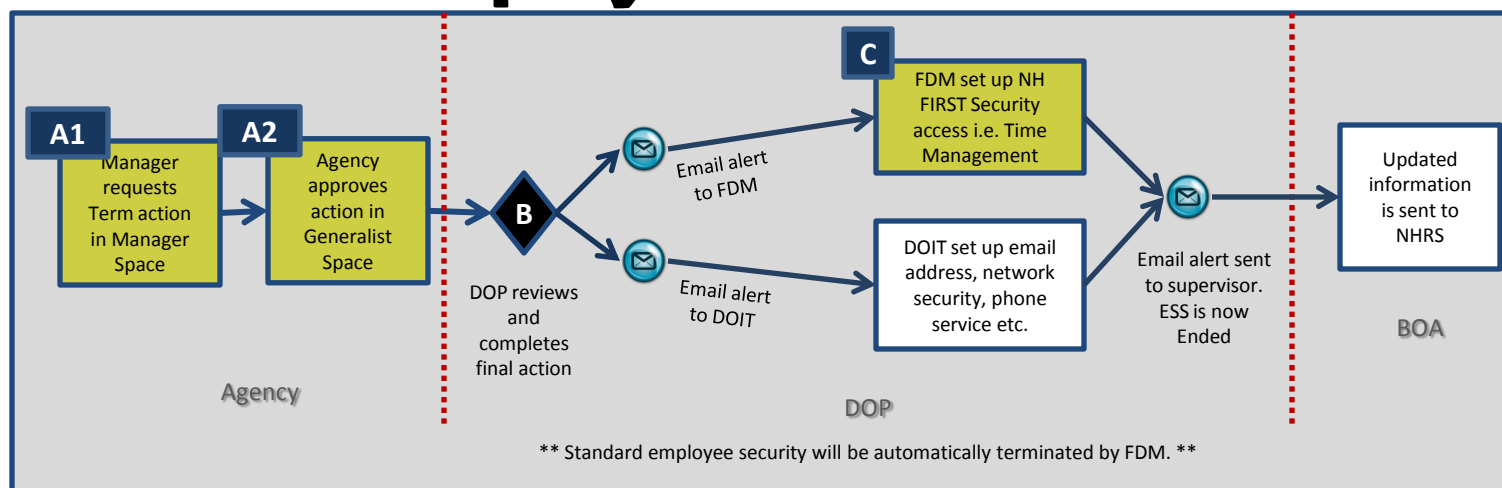
*Relationship Status

Other

Worksheet: Absence Management

NH FIRST Business Process Worksheet		
<p>The employee or employee's manager request leave via Employee Self Service. If the request is for FMLA, Agency HR runs a Leave Eligibility Report. If eligible, a request for Change Relationship to Organization is sent to DOP. Hours are entered into the LP70 for FMLA. If approved by DOP, employee status is changed to Leave, and Relationship to Organization is updated.</p>		Who in Agency HR runs the Leave Eligibility Report?
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
Leave Event		
■ (A) Originator Requestor	Employee/Manager	
◆ (B) 1 st Level Approval	Agency HR	
■ (B) Request Change Relationship to Org.	Agency HR	
◆ (C) 2 nd Level Approval	DOP	
■ (C) Employee status updated/Relationship to Org changed	DOP	
Leave Return		
■ (B) Request Change Relationship to Org.	Candidate	
◆ (C) 3 rd Level Approval	DOP	

Employee Termination



NH FIRST Business Process Worksheet		
Voluntary or Involuntary Termination is input into NH FIRST in the same manner. Your HR Administrator will determine which reason codes to use depending on what type of termination it is. How will this change from your current processes? How does your Agency receive the retirement information today? Will this process be adjusted for entry into NH FIRST?		How, and by whom, is the manual approval process done today at your agency? If your agency has an emergency termination what is the escalation process you use to expedite the termination? How will this affect your process in the future?
Online approvals will be used to move the termination from one approval to another, how will your managers need to change processes to accommodate this process?		How are notification to employees handled today? What is the process and how is it recorded?
Do you use 1 paper form today for multiple items or multiple signatures?		
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Manager/Agency HR	
◆ (B) 1 st Level Approval	DOP	

Manager requests termination action in Manager Space A1

My Staff

Options

My Staff Birthdays And Anniversaries My Organization Tree My Organization Chart

My Staff

Search

Supervisor IV

Profile View Full Profile

133
tarcas@msu@msu.gov
Supervisor IV
Dept of Administrative Svcs
AS-Business Office

Goals

Goal Due %
Date Comp...

No Data Available

Appraisal History View Appraisals

1

No Data Available

Compensation View Compensation Profile

Supervisor IV

Hourly	31.86 USD
Allowance & Other	0.00
Total Pay Rate	31.86
Annualized Pay Rate	0.00 USD
Target Variable	0.00
Other	0.00
Total Annual Target	0.00

Save Change Name Change Pay Rate Promote Transfer Terminate

At A Glance

Work Assignments

Personal Information

Compensation

Work Preferences

Performance

Talent Profile

Fit Analysis

Model Fit

Goals

Activities

Learning Checklist

Mentors

Employment ID 133
Organization Unit Dept of Administrative Svcs
Location AS-Business Office
Direct Manager karen admin

Pay Rate 31.86 USD
Percent Fit 0.00%

Dates & Service

Birthdate 00/00
Start Date 12/30/1967
Years Of Service 24.30
Adjusted Start Date
Adjusted Years Of Service 0.00
Anniversary Date

General

Home Country US
Relationship To Organization Classified FT w_BN
Relationship Status Classified Active Full Time
Work Type SONH
Working Remotely No
Legacy Employment Number

Work Preferences

Travel Not Applicable
Relocate Not Applicable

Preferred Positions

Position 1

Request To Terminate

Options Related

This request will be routed for approval after it is approved this record will be updated

Effective Date

Reason

Enter The Termination Information

Relationship To Organization

Relationship Status

Termination Notice

Comment

DRAFT – Subject to Change

Submit Cancel

Agency HR approves action in Generalist Space

A2

Request To Terminate

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason

Enter The Termination Information

Relationship To Organization

Relationship Status

Termination Notice

Other

Adjusted Start Date

Anniversary Date

Seniority Date

Termination Date

DOP approves action



Request To Terminate

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason

Enter The Termination Information

Relationship To Organization

Relationship Status

Termination Notice

Other

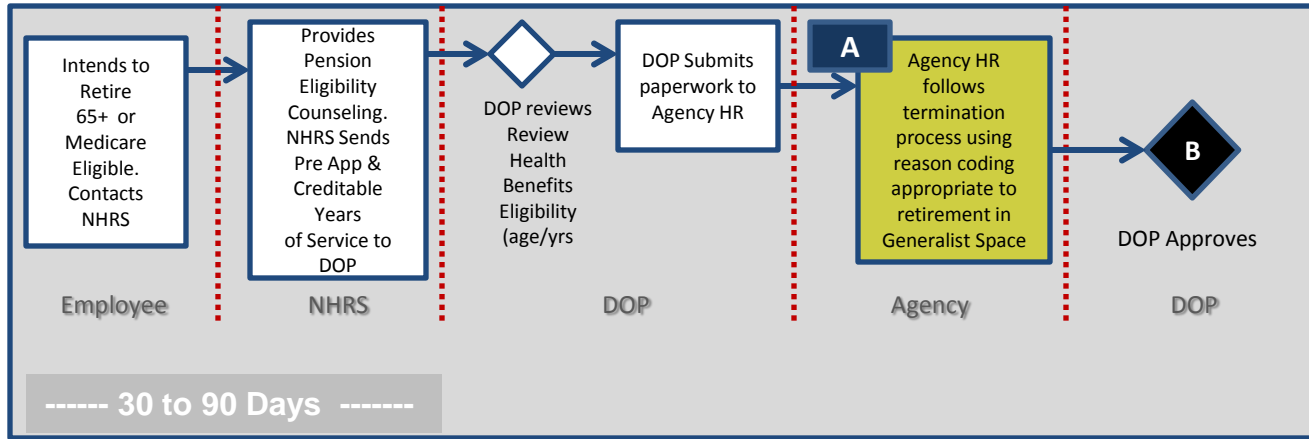
Adjusted Start Date

Anniversary Date

Seniority Date

Termination Date

Employee Retirement



Key: Requires input in NH FIRST Online step in NH FIRST Requires online approval in NH FIRST Offline manual approval process outside of NH FIRST Offline manual or hard copy process outside of NH FIRST

NH FIRST Business Process Worksheet		
The process for Retirement is a component of the termination process input into NH FIRST. The HR Administrator will use reason codes to determine what type of termination it is.		How, and by whom, is the manual retirement process done today at your agency?
		Online approvals will be used to move the retirement process from one approval to another, how will your managers need to change processes to accommodate this?
		Do you use 1 paper form today for multiple items or multiple signatures?
NH FIRST Role Call	Responsibility	Who will need to prepare to perform this step in NH FIRST?
■ (A) Originator Requestor	Manager/Agency HR	
◆ (B) 1 st Level Approval	DOP	

Agency HR requests Term action in Generalist Space

A

My Staff

Options

My Staff Birthdays And Anniversaries My Organization Tree My Organization Chart

My Staff

Search

139
tarcslamoa@hsp.gov
Supervisor IV
Dept of Administrative Svcs
AS-Business Office

Profile View Full Profile

Goals

Due Date Comp...

No Data Available

Appraisal History View Appraisals

Compensation View Compensation Profile

Supervisor IV

Hourly 31.86 USD
Allowances & Other 0.00
Total Pay Rate 31.86
Annualized Pay Rate 0.00 USD
Target Variable 0.00
Other 0.00
Total Annual Target 0.00

Request To Terminate

Options Related

This request will be routed for approval after it is approved this record will be updated

Effective Date

Reason

Enter The Termination Information

Relationship To Organization

Relationship Status

Termination Notice

Comment

Submit Cancel

Save Change Name Change Pay Rate Promote Transfer Terminate

At A Glance

Work Assignments

Personal Information

Compensation

Work Preferences

Performance

Talent Profile

Fit Analysis

Model Fit

Goals

Activities

Learning Checklist

Mentors

Employment ID 133
Organization Unit Dept of Administrative Svcs
Location AS-Business Office
Direct Manager karen admin

Pay Rate 31.86 USD
Percent Fit 0.00%

Dates & Service

Birthdate 00/00
Start Date 12/30/1987
Years Of Service 24.30
Adjusted Start Date
Adjusted Years Of Service 0.00
Anniversary Date

General

Home Country US
Relationship To Organization Classified FT w_BN
Relationship Status Classified Active Full Time
Work Type SONH
Working Remotely No
Legacy Employment Number

Work Preferences

Travel Not Applicable
Relocate Not Applicable

Preferred Positions

Position 1

Action Reasons

Actions Options Related

Action Reason	Description	Subject
RET ELIG60	Retired eligible at age 60	HCMEmployee...
RET NO BEN	Retired no benefits	HCMEmployee...
RET W/BEN	Retired with benefits	HCMEmployee...
RETDISW/BN	Retired disability w/ benefits	HCMEmployee...
S40	Accepted new job	HCMEmployee...
TRM CAUSE	Termination for cause	HCMEmployee...
TRM DEATH	Death of Employee	HCMEmployee...

Select Cancel

10/2/2012

DRAFT Subject to Change

90

DOP approves action



Request To Terminate

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date

Reason

Enter The Termination Information

Relationship To Organization

Relationship Status

Termination Notice

Other

Adjusted Start Date

Anniversary Date

Seniority Date

Termination Date

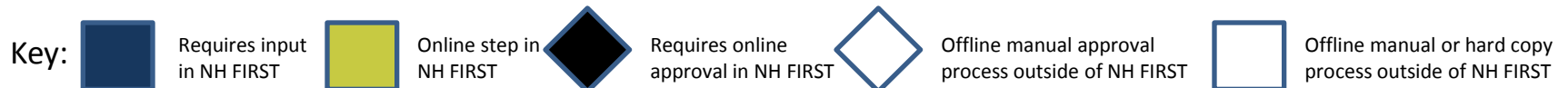
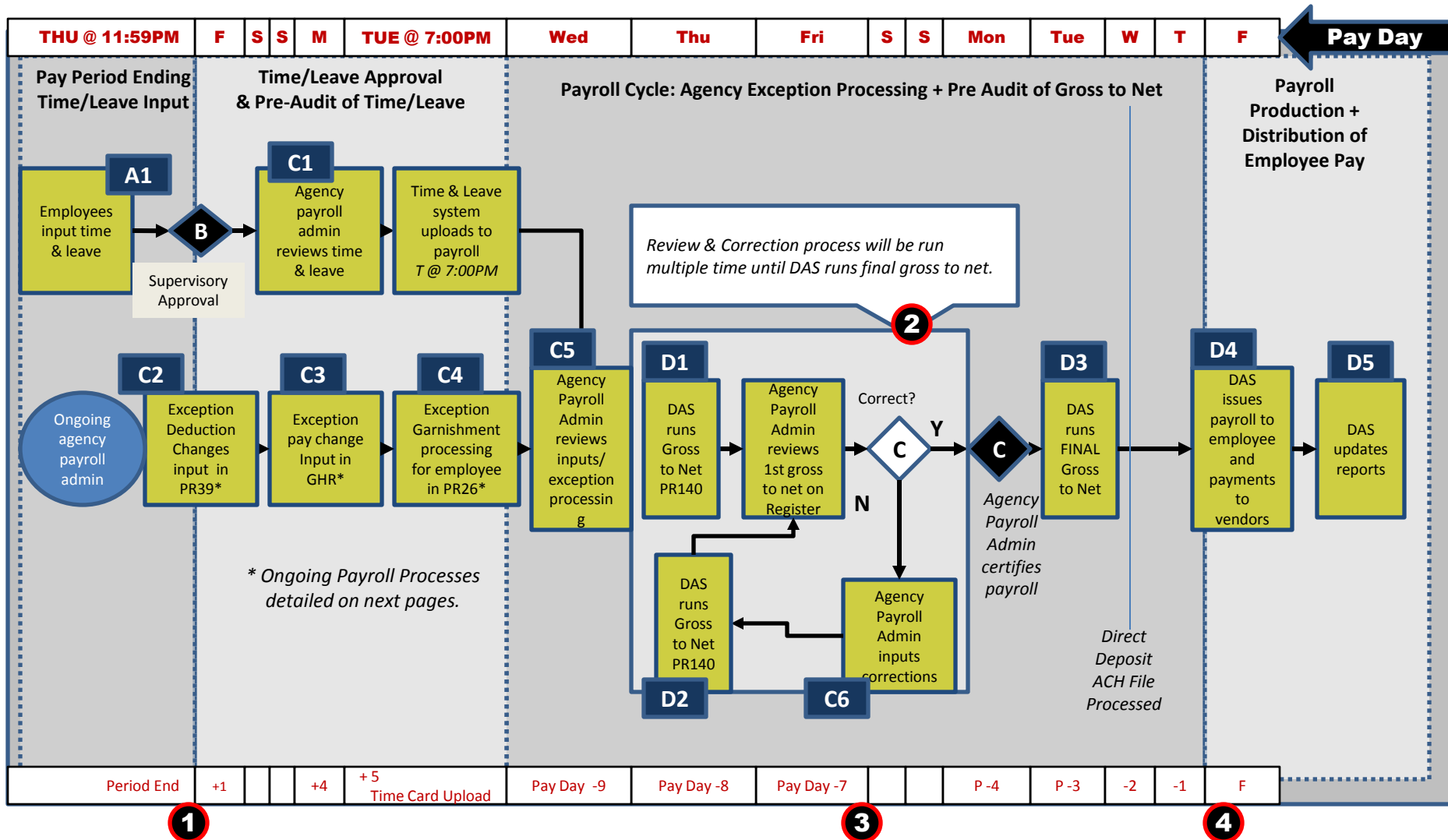
Action Reasons

Actions ▾ Options ▾ Related ▾

Action Reason	Description	Subject
		astTerminate
RET ELIG60	Retired eligible at age 60	HCMEmployee...
RET NO BEN	Retired no benefits	HCMEmployee...
RET W/BEN	Retired with benefits	HCMEmployee...
RETDISW/BN	Retired disability w/ benefits	HCMEmployee...
S40	Accepted new job	HCMEmployee...
TRM CAUSE	Termination for cause	HCMEmployee...
TRM DEATH	Death of Employee	HCMEmployee...

Payroll Administration Section

Agency Payroll Cycle: Close of Period to Pay Day



Agency Payroll Cycle: GHR5/NH FIRST Deadlines

Black Circles refer to points on Process Map

System	Cycle/Purpose	Period Closed	Cycle Processing	Pay Day	
Current GHR5	Biweekly Payroll Gross-to-Net Payroll Production for Employees <i>Executive, Judicial & Legislative</i>	Every other Thursday	Friday, 8 days following Period Closed	Friday, 15 days following Period Close	
Current GHR5	Supplemental Payroll <u>For Corrections & Additions</u> <i>Off-Cycle Gross-to-Net Production Runs</i>	Same as above	2 off-cycle runs: Monday & Tuesday 11/12 days following Period Close – 3/4 days following full payroll.	Same as above	
NH FIRST	<u>Preliminary</u> Payroll Gross-to-Net for Calculations <i>Executive, Judicial & Legislative</i> NOTE: a preliminary run uses payroll data input to calculate results but does not produce actual payments. Correction require no void/reissue steps.	Same as above	2 6 off-cycle runs: Twice per day for 4 business days days prior to Gross-to-Net Payroll Production Beginning on Wednesday 6 days after Period Close: Wednesday +6, Thursday +7, Friday +8	Friday, 15 days following Period Close	Used to identify results to be produce in Payroll Production and to input corrections and additions prior to final Payroll Production cycle
NH FIRST	Biweekly Payroll Gross-to-Net Payroll Production for Employees <i>Executive, Judicial & Legislative</i>	1 Same as above	3 Monday, 11 days following Period Close – 4 days prior to Pay Day	4 Same as above	

Employees input time & leave In NH FIRST Time Management

A1

Print View Submit Submit and Close Delete Validate Spreadsheet View Copy Last Pay Period Reset From Next Save

Resource Name: Files

View: Pay Period 24-Aug-2012 to 20-Sep-2012

Date	Hours Daily Total	Pay Code	Comment	Pay Grade	Pay Step	Lawson Activity	Cost Center	Delete
Fri 24 Aug 2012	0.00							<input type="checkbox"/>
Sat 25 Aug 2012	0.00							<input type="checkbox"/>
Sun 26 Aug 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Mon 27 Aug 2012	0.00							<input type="checkbox"/>
Tue 28 Aug 2012	0.00							<input type="checkbox"/>
Wed 29 Aug 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Thu 30 Aug 2012	0.00							<input type="checkbox"/>
Fri 31 Aug 2012	0.00							<input type="checkbox"/>
Sat 1 Sep 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Sun 2 Sep 2012	0.00							<input type="checkbox"/>
Mon 3 Sep 2012	0.00							<input type="checkbox"/>
Tue 4 Sep 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Wed 5 Sep 2012	0.00							<input type="checkbox"/>
Thu 6 Sep 2012	0.00							<input type="checkbox"/>
Fri 7 Sep 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Sat 8 Sep 2012	0.00							<input type="checkbox"/>
Sun 9 Sep 2012	0.00							<input type="checkbox"/>
Mon 10 Sep 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Tue 11 Sep 2012	0.00							<input type="checkbox"/>
Wed 12 Sep 2012	0.00							<input type="checkbox"/>
Thu 13 Sep 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Fri 14 Sep 2012	0.00							<input type="checkbox"/>
Sat 15 Sep 2012	0.00							<input type="checkbox"/>
Sun 16 Sep 2012	24.00	REGULAR PAY						<input type="checkbox"/>
Mon 17 Sep 2012	0.00							<input type="checkbox"/>
Tue 18 Sep 2012	0.00							<input type="checkbox"/>
Wed 19 Sep 2012	20.00	REGULAR PAY						<input type="checkbox"/>
	4.00	COMPENSATION EARNED AT 1.5						<input type="checkbox"/>
Thu 20 Sep 2012	0.00							<input type="checkbox"/>
Total:		216.00						

Exception Deduction changes input in PR39

C2

Lawson Portal - One Time Deduction (PR39.1) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

★ Favorites Lawson Portal - One Time Deduction (PR39.1)

LAWSON One Time Deduction (PR39.1)

Christopher you are in data area HCMCONV [logout]

pr39

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work

Christopher Brantley

Time

Employee Self-Service

Payroll

>> + Add Change Delete Inquire Inquire

Company 10 STATE OF NEW HAMPSHIRE

Employee

Position To 42 3023

FC	Employee	Ded	Amount	Date	Status	Chk Grp	Priority	Payment Description
	20 Employee A	4017	13.00	06/01/2012	C		3	TEAMSTRS
	31 Employee B	3001	20.00	06/01/2012	C		3	HMOPTREX
	31 Employee C	3003	269.09	06/01/2012	C		3	HMOSTATE
	31 Employee D	3023	17.52	06/01/2012	C		3	DENSTATE
	31 Employee E	3000	.45	06/01/2012	C		3	LIFE1
	31 Employee F	3504	10.00	06/01/2012	C		3	DTOWL
	42 Employee G	3004	40.00	06/01/2012	C		3	POSPRETX
	42 Employee H	3006	565.93	06/01/2012	C		3	POSSTATE

More Records Exist - Use PageDown

start

Microsoft PowerPoint ...

https://sson.nh.gov/ ...

Lawson Portal - One Time Deduction (PR39.1)

DRAFT - Subject to Change

Trusted sites

100%

10:16 AM

Exception pay change input in GHR

C3

Lawson Portal - Detail Time Entry (PR35.2) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

Favorites Lawson Portal - Detail Time Entry (PR35.2)

LAWSON Detail Time Entry (PR35.2)

Christopher you are in data area HCMCONV [logout]

pr35.2

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work
Christopher Brantley

Time

Employee Self-Service

Payroll

>> + Add Change < Previous ? Inquire > Next | Inquire

Company 10 STATE OF NEW HAMPSHIRE

Batch 125 Time Record Comments

Employee 59643

Payment Comments

FC	Hours	Pay Code	Job Code	Date	Rate	S h	C G	P G	T F	P D	Ocr	Att Code
	5.00	110	940800	09/05/2012	15.2400	1				N		

Work Expenses Additional Information User Analysis

Process Level	Dept	PR Acct Nbr Group	QC Ent Nbr Grp	WC State/Prov	Location	Units
09600	9610			NH	967030	

Records updated; run PR110 to update log

DRAFT - Subject to Change

start Read - Microsoft Outl... Time Records Process... Black Diamond Maps... HR/LTM - Windows In... https://sson.nh.gov/... Lawson Portal - Detail... 2:24 PM

Exception Garnishment processing for employee in PR26

C4

Lawson Portal - United States Employee Garnishment (PR26.1) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

Lawson Portal - United States Employee Garnishment ...

LAWSON United States Employee Garnishment (PR26.1) Christopher you are in data area HCMCONV [logout]

pr26

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work

Christopher Brantley

Time

Employee Self-Service

Payroll

Company 10 STATE OF NEW HAMPSHIRE

Employee 103749

Case Number

FIPS Code

File Number

Description

Governing Tax Authority

Type

Garnishment Arrears Fees Family Tax Levy Disposable Inc Formula

Deduction

Amount or Percent

Monthly Limit

Addl or Minimum Amount, Percent

Exclude Amount

Original Balance

Balance Type

Balance Amount

AP Company

Vendor

Remit To

Priority

Subpriority

Effective Date

Deduction Cycles

Field is required

Trusted sites

100%

start 1/2/15 Microsoft PowerPoint ... https://ssn.nh.gov/ ... Lawson Portal - United States Employee Garnishment (PR26.1) - Subject to Change 10:21 AM

Agency Payroll Admin reviews inputs/exception processing

C5

Lawson Portal - Missing Time Records (PR136) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

Lawson Portal - Missing Time Records (PR136)

Christopher you are in data area HCMCONV [logout]

pr136

Related Forms

LAWSON Missing Time Records (PR136)

Home > > + Add Change - Delete < Previous ? Inquire > Next | Inquire >

Inbasket ProcessFlow Integrator

User Level Work
Christopher Brantley

Time

Employee Self-Service

Payroll

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name cbrantle Christopher Brantley

Data Area/ID HCMCONV

Parameters

Selection Create Time Record

Company Processing Group User Level Employee Group Exclude or Include

Process Level Department Employee Status

Plan Code

Time Record Status Batch Future Current

Pay Frequency Weekly Biweekly Semimonthly Monthly Four Weekly

Pay Codes

Employee Sequence

Done

start 10/2/2012

Inbox - Microsoft Out... Black Diamond Maps ... Time Records Process... HR/LTM - Windows In... https://sson.nh.gov/ ... Lawson Portal - Missi...

Trusted sites 100%

2:05 PM

100

DAS runs Gross-to-Net PR140

D1

Lawson Portal - Earnings and Deductions Calculation (PR140) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

★ Favorites Lawson Portal - Earnings and Deductions Calculation (...)

LAWSON Earnings and Deductions Calculation (PR 140)

Christopher you are in data area HCMCONV [logout]

pr140

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work

Christopher Brantley

Time

Employee Self-Service

Payroll

Submit Reports Job Sched Print Mgr

Job Name GTN91812

Job Description Gross to Net 9/18/12

User Name cbrantley Christopher Brantley

Data Area/ID HCMCONV

Parameters

Selection More

Company	10	STATE OF NEW HAMPSHIRE
Processing Group		
Process Level	00200	EXECUTIVE BRANCH
Payment Date	09/18/2012	
Deduction Cycle	1	
Error Time Records	Y	Yes
Print Error Records	N	No
Rerun	N	No
Report Only	Y	Yes
Bypass Employee Errors	N	No
Delete Error Time Records	N	No

Done 10/2/2012

DRAFT Subject to Change

Trusted sites 100%

start Black Diamond Maps ... Black Diamond On-cy... https://sson.nh.gov/ ... Lawson Portal - Earni... Inbox - Microsoft Out... 10:38 AM

DAS runs Gross-to-Net PR140

D2

Lawson Portal - Earnings and Deductions Calculation (PR140) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

★ Favorites Lawson Portal - Earnings and Deductions Calculation (...)

LAWSON Earnings and Deductions Calculation (PR 140) Christopher you are in data area HCMCONV [logout] pr140

Home Inbasket ProcessFlow Integrator User Level Work Christopher Brantley Time Employee Self-Service Payroll

Submit Reports Job Sched Print Mgr

Job Name GTN91812

Job Description Gross to Net 9/18/12

User Name cbrantley Christopher Brantley

Data Area/ID HCMCONV

Parameters

Selection More

Company	10	STATE OF NEW HAMPSHIRE
Processing Group		
Process Level	00200	EXECUTIVE BRANCH
Payment Date	09/18/2012	
Deduction Cycle	1	
Error Time Records	Y	Yes
Print Error Records	N	No
Rerun	N	No
Report Only	Y	Yes
Bypass Employee Errors	N	No
Delete Error Time Records	N	No

Done 10/2/2012 DRAFT Subject to Change

Trusted sites 100%

start Black Diamond Maps ... Black Diamond On-cy... https://sson.nh.gov/ ... Lawson Portal - Earni... Inbox - Microsoft Out... 10:38 AM

Agency Payroll Admin inputs corrections

C6

Lawson Portal - Time Record Entry (PR36.1) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

★ Favorites Lawson Portal - Time Record Entry (PR36.1)

LAWSON Time Record Entry (PR36.1)

Christopher you are in data area HCMCONV [logout]

pr36

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work

Christopher Brantley

Time

Employee Self-Service

Payroll

Company 10 STATE OF NEW HAMPSHIRE

Employee 59643 STATE OF NEW HAMPSHIRE

Status A All

Pay	FC	Code	Hours	Job Code	Rate	Date	Stat	S	C	P	T	P	Ocr	Att
								h	G	G	F	D		Code

Work Expenses Additional Information User Analysis

Process	Dept	PR Acct	QC Ent	WC State/	Location	Units
Level		Nbr Group	Nbr Grp	Prov		

Inquiry Complete 11/2/2012

DRAFT - Subject to Change

Trusted sites 100%

start Inbox - Microsoft Out... Lawson Rich Client - ... https://sson.nh.gov/ ... Lawson Portal - Time ... Microsoft PowerPoint ... 1:17 PM

DAS runs FINAL Gross-to-Net

D3

Lawson Portal - Earnings and Deductions Calculation (PR140) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

Lawson Portal - Earnings and Deductions Calculation (...)

Christopher you are in data area HCMCONV [logout]

pr140

Related Forms

LAWSON Earnings and Deductions Calculation (PR140)

Home

Inbasket ProcessFlow Integrator

User Level Work

Christopher Brantley

Time

Employee Self-Service

Payroll

Submit Reports Job Sched Print Mgr

Job Name GTN91812

Job Description Gross to Net 9/18/12

User Name cbrantley Christopher Brantley

Data Area/ID HCMCONV

Parameters

Selection More

Company 10 STATE OF NEW HAMPSHIRE

Processing Group

Process Level

Payment Date

Deduction Cycle 1

Error Time Records Y Yes

Print Error Records Y Yes

Rerun Y Yes

Report Only N No

Bypass Employee Errors N No

Delete Error Time Records N No

10/2/2012

DRAFT - Subject to Change

start

Inbox - Microsoft Out...

Lawson Rich Client - ...

https://sson.nh.gov/ ...

Lawson Portal - Earni...

Microsoft PowerPoint ...

Trusted sites

100%

1:20 PM

DAS issues payroll to employee and payments to vendors

D4

LAWSON Payment Print (PR160) Charlene you are in data area HCMIT [logout]

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire Related Forms

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name Charlene DeVoe

Data Area/ID HCMIT

Parameters

Company Print Hourly Rate ☐

Process Level Print Accrual Plan ☐

Processing Group Bank Code

Comments

Report Option ☐

Payment Print Laser Print Checks & Receipts ACH Rerun

Starting Payment Starting Receipt

Report Sequence Employee Seq

Prenotification Tape Date

Include Retro Pension No

Summarize Earnings Pay Summary Group Description

Payment Address Home

DAS updates payroll reports

D5

LAWSON Invoice Interface (AP520) Charlene you are in data area ap520

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire

Job Name

Job Description

User Name Charlene DeVoe

Data Area/ID

Parameters

Company

Batch

Authority Code Payroll Interface

Report Option Detail

Vendor Sequence Vendor Number

Invoice Status All

Update Yes

Update Tax System Yes

Update Vendor Balance No

Last Year Ending Date

Include Invoices in Error No

List Comment Conversion Data No

Comment Sequence Break No

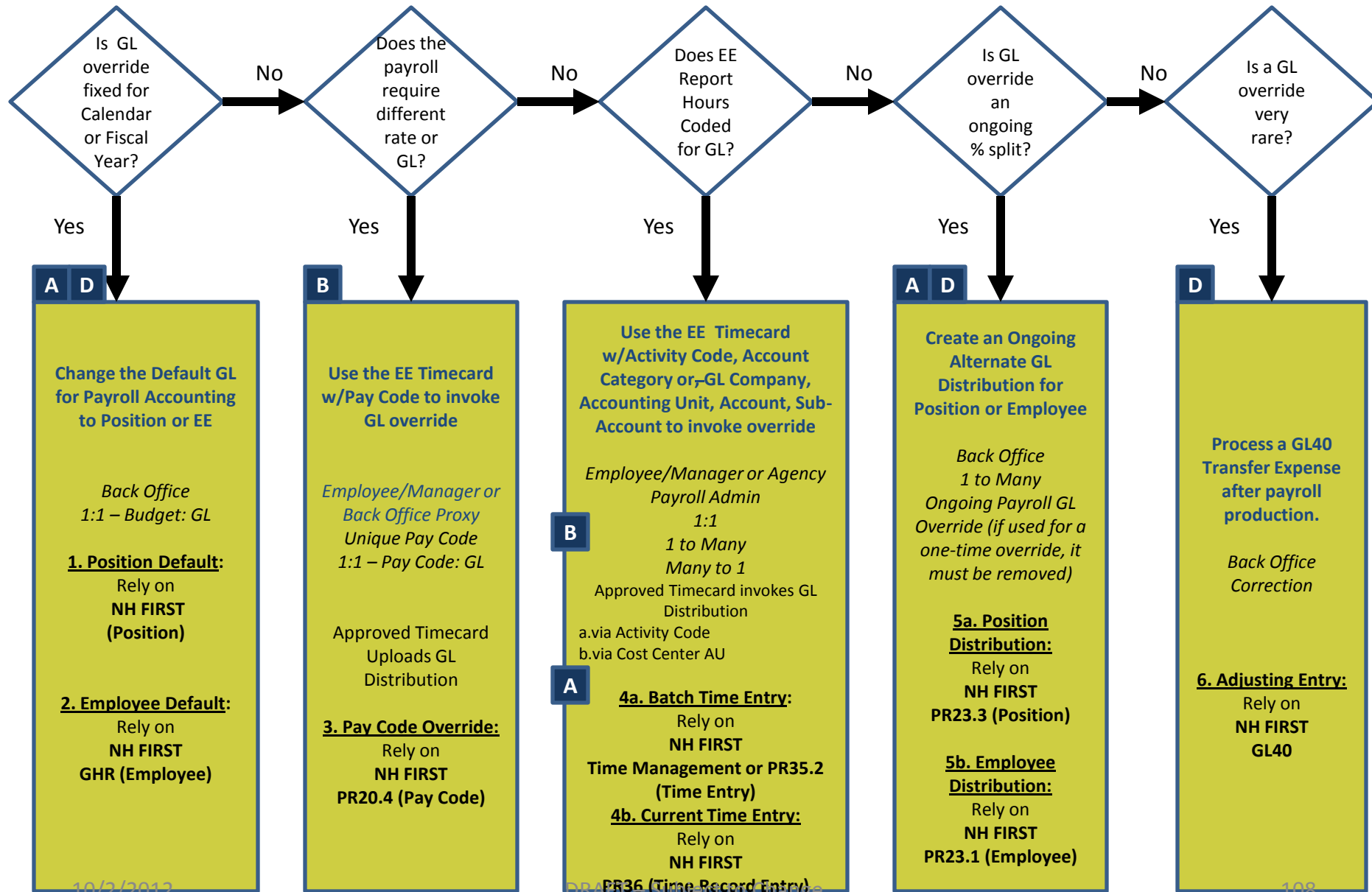
General Ledger Payroll Expense accounting

Labor Cost/Expense Distribution

- Every State position in GHRS is assigned a home accounting unit based on the appropriation containing the position in the state budget.
- Agencies routinely need to distribute payroll expenses to other accounting units in the GL.
- **Using GHRS, the state has relied on a few methods** to accomplish this:
 - Rely on employee reporting and have the back office manually input accounting overrides each payroll cycle for pay events related to alternate accounts – employees have no access to GHRS
 - Rely on employee reporting and set up unique GHRS pay codes for manual input by back office whereby the pay code is configured with alternate accounting details – eliminates need for intensive overrides but still requires manual input
 - Rely on employee reporting, process payroll with expenses posted to the home accounts, and then use employee reporting to process transfers of expenses in GL after the payroll cycle – sometimes the post-payroll back office accounting is a rapid cycle and sometimes it lags quite a while.
- **Lawson offers a more versatile set of methods** by which agencies can distribute payroll expenses while also maintaining discrete controls at multiple levels.

Process to Determine Correct Method for Agency GL Overrides to Payroll

A	Agency HR/P Admin	C	DAS – DOP – BOA
B	Employee/Manager	D	Agency Fiscal Admin



Position Default A D

Does the payroll require different rate or GL?

This screenshot shows the 'Position Rules (PA06.1)' screen in the Lawson Portal. The interface includes a left-hand navigation menu with options like 'Home', 'Jobseeker ProcessFlow Integrator', 'User Level Work', 'Time Management', 'Employee Self-Service', 'Administrative Tools', 'Analytic Architect', and 'Affinity Budget'. The main content area displays a form for 'Position Rules (PA06.1)' with fields for 'Company', 'Process Level', 'Department', and 'Effective Date'. Below these fields, there are tabs for 'Main', 'Link', 'Counts', and 'Payroll'. The 'Payroll' tab is selected, showing a 'Pay Rate' field and a list of 'Ignore Positions' with columns for 'GL Expense, Activity', 'Process Level, Department', 'Job Code, Shift', 'Schedule', and 'Location Code'.

Position default at position level

This screenshot shows the 'Employee (HR11.1)' screen in the Lawson Portal. The interface includes a left-hand navigation menu with options like 'Home', 'Jobseeker ProcessFlow Integrator', 'User Level Work', 'Time Management', 'Employee Self-Service', 'Administrative Tools', 'Analytic Architect', and 'Affinity Budget'. The main content area displays a form for 'Employee (HR11.1)' with fields for 'Company', 'Employee', and 'Effective Date'. Below these fields, there are tabs for 'Main', 'Assignment', 'Pay', 'Work', 'Personal', 'Address', 'Work Elig', 'User Flds', and 'Tax'. The 'Assignment' tab is selected, showing a list of fields including 'Process Level', 'Department', 'Work Country', 'User Level', 'Position', 'Job Code', 'Supervisor', 'Indirect Supervisor', 'Location', 'Union', 'Bargaining Unit', and 'Work Schedule'.

Position default at
Employee
level

Pay Code Override B

Is GL override fixed for Calendar or Fiscal Year?

Lawson Portal - Pay Code (PR20.4) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

McAfee

Lawson Portal - Pay Code (PR20.4)

Alexander you are in data area HCMCONV [logout]

PR20.4

Related Forms

Home

Inbasket ProcessFlow Integrator

User Level Work

Alexander Stone

Time Management

Time

Employee Self-Service

Administrative Tools

Analytic Architect

Affinity Budget

Company

Process Level

Job Code

Pay Code

Calculation

Accounts

Status Active

Calculation Type

Service Code

Attendance Code

Rate

Overtime Premium

Shifts

Shift Table

Units of Measure

Allow Hours

Non Earnings

Pay Summary Group

Disposable Income

Pay Class

Currency

No Hours

No - Wages

Not Assigned

start

Inbox - Microsoft Out...

Black Diamond Maps ...

http://portals.infor.c...

https://sson.nh.gov/ ...

Lawson Portal - Pay ...

8:41 AM

Position Distribution A D

Is GL override an ongoing % split?

This screenshot shows the 'Payroll Distribution - Positions (PR23.3)' screen in the Lawson Portal. The interface includes a top navigation bar with 'Home', '+ Add', '- Change', '- Delete', and navigation buttons for 'Previous', 'Inquire', 'Next', and 'Inquire'. Below the navigation bar, there are input fields for 'Company', 'Position', and 'Pay Code'. The main area contains a table with columns: 'Exp Co', 'Expense Accounting Unit', 'Expense Account', 'Exp Sub', 'Percent', 'Activity', 'Account Category', and 'Job Code'. Below the table, there are 'More' options: 'Premium Expense', 'Shift Expense', 'Process Level', and 'Department'. The left sidebar shows a list of menu items including 'Inbasket Processflow Integrator', 'User Level Work', 'Time Management', 'Employee Self-Service', 'Administrative Tools', 'Analytic Architect', and 'Affinity Budget'.

← Position Distribution

This screenshot shows the 'Payroll Distribution - Employees (PR23.1)' screen in the Lawson Portal. The interface is similar to the previous one, with a top navigation bar and input fields for 'Company', 'Employee', 'Pay Code', and 'Deduction'. The main area contains a table with columns: 'Exp Co', 'Expense Accounting Unit', 'Expense Account', 'Exp Sub', 'Percent', 'Activity', 'Account Category', and 'Job Code'. Below the table, there are 'More' options: 'Premium Expense', 'Shift Expense', 'Process Level', and 'Department'. The left sidebar shows a list of menu items including 'Inbasket Processflow Integrator', 'User Level Work', 'Time Management', 'Employee Self-Service', 'Administrative Tools', 'Analytic Architect', and 'Affinity Budget'.

Employee Position
Distribution

Adjusting Entry D

Is a GL override very rare?

Lawson Portal - Journal Entry (GL40.1) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites ★ Free Hotmail Web Slice Gallery

Lawson Portal - Journal Entry (GL40.1)

LAWSON Journal Entry (GL40.1)

Alexander you are in data area HCMCONV [logout]

GL40

Related Forms

Home > > Add Change < Previous ? Inquire > Next | Inquire

Company [GL] Year, Period, SYS [GL] Type, Journal, Seq [N] [GL]

Position To []

New JE Speed Entry Single Line Totals Filter

FC	Co	Account	User Analysis	Activity	Amount	Units
[GL]	[GL]	[GL]	[GL]	[GL]	[GL]	[GL]
		Desc				More
[GL]	[GL]	[GL]	[GL]	[GL]	[GL]	[GL]
		Desc				More
[GL]	[GL]	[GL]	[GL]	[GL]	[GL]	[GL]
		Desc				More
[GL]	[GL]	[GL]	[GL]	[GL]	[GL]	[GL]
		Desc				More
[GL]	[GL]	[GL]	[GL]	[GL]	[GL]	[GL]
		Desc				More

Units

Done

start | Inbox - Microsoft Out... | Black Diamond Maps ... | http://portals.infor.c... | https://ssn.nh.gov/ ... | Lawson Portal - Journ... | 8:56 AM